

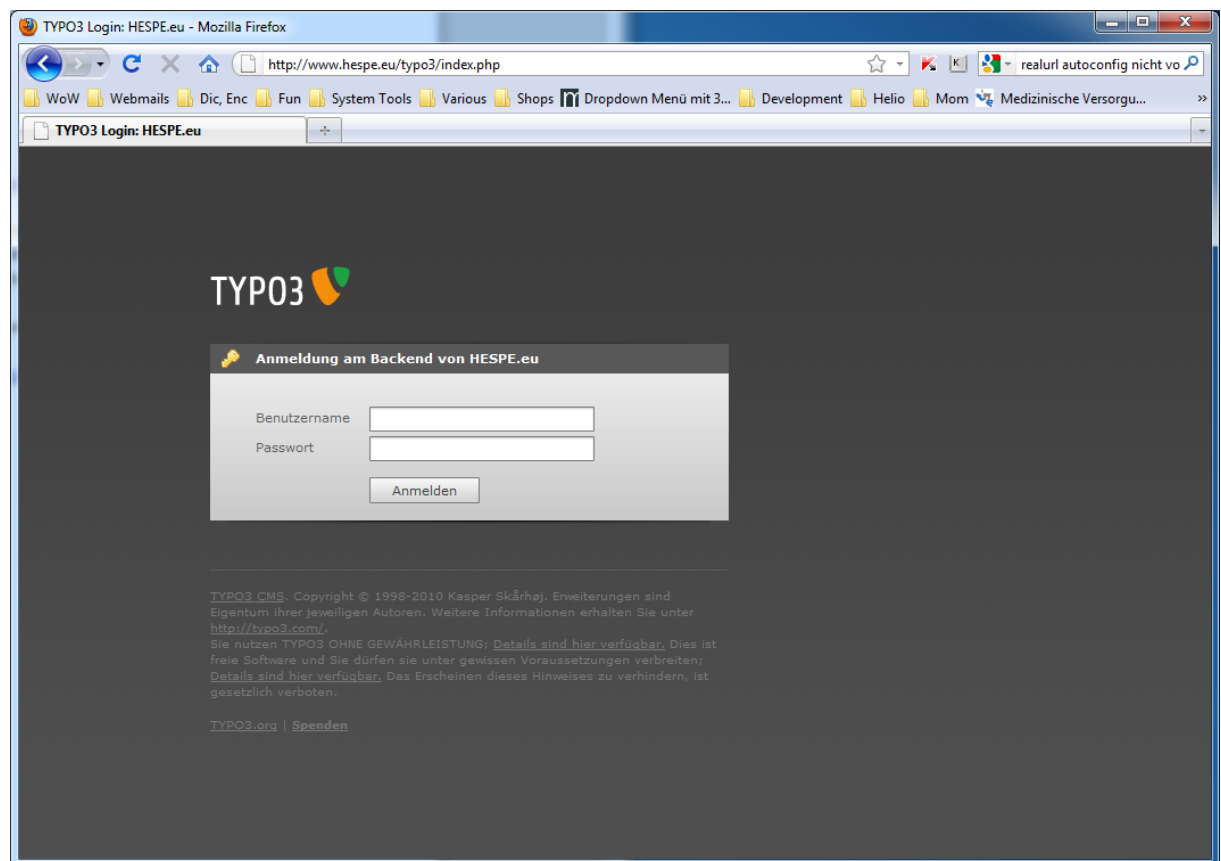
User Manual, HESPE Homepage

Basics

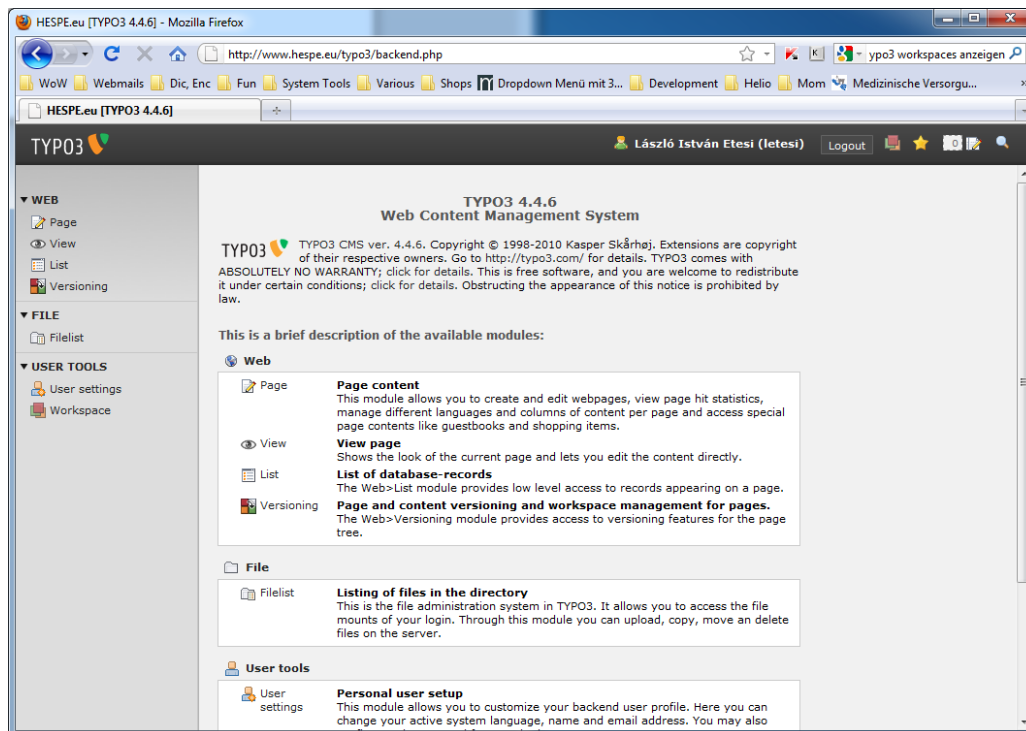
- The HESPE web site is available at: <http://www.hespe.eu>
- There are two different logins available
 - Backend login to access web site editing at <http://www.hespe.eu/typo3>
 - Frontend login to access “hidden” areas at <http://www.hespe.eu/login/>
- Username and password for HESPE participants are for both the frontend and the backend the same
- To reset passwords, please use the “reset password” link at <http://www.hespe.eu/login/>
- You can find this manual online at <http://www.hespe.eu/internal-resources/user-manuals-and-instructions/>

Editing Tutorial

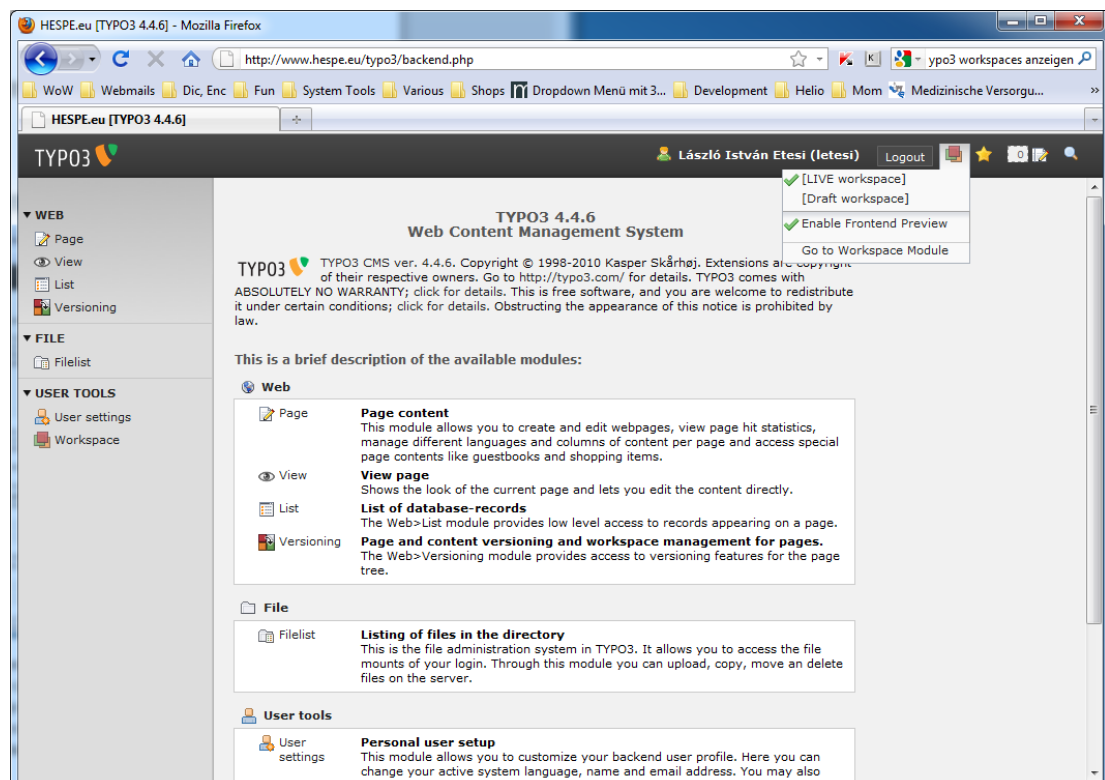
1. First you need to login. Go to <http://www.hespe.eu/typo3>



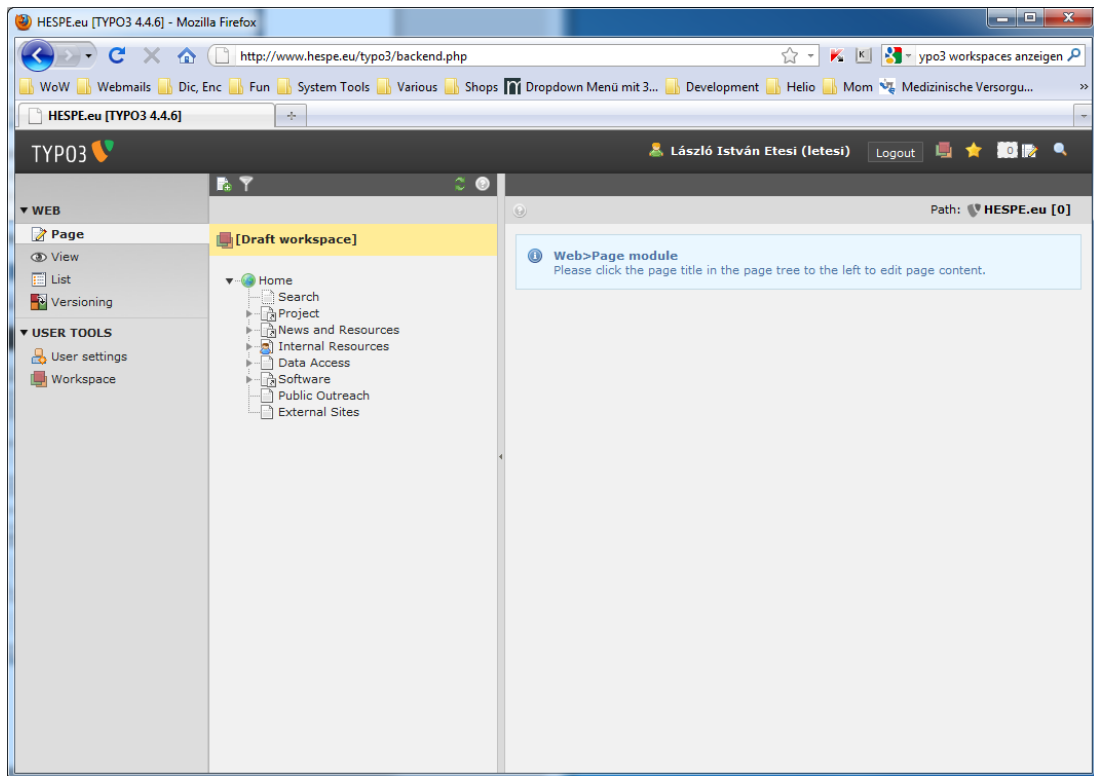
2. Enter your username and password and hit “Anmelden” (or Login, etc.)
3. After logging in, you will see the following screen



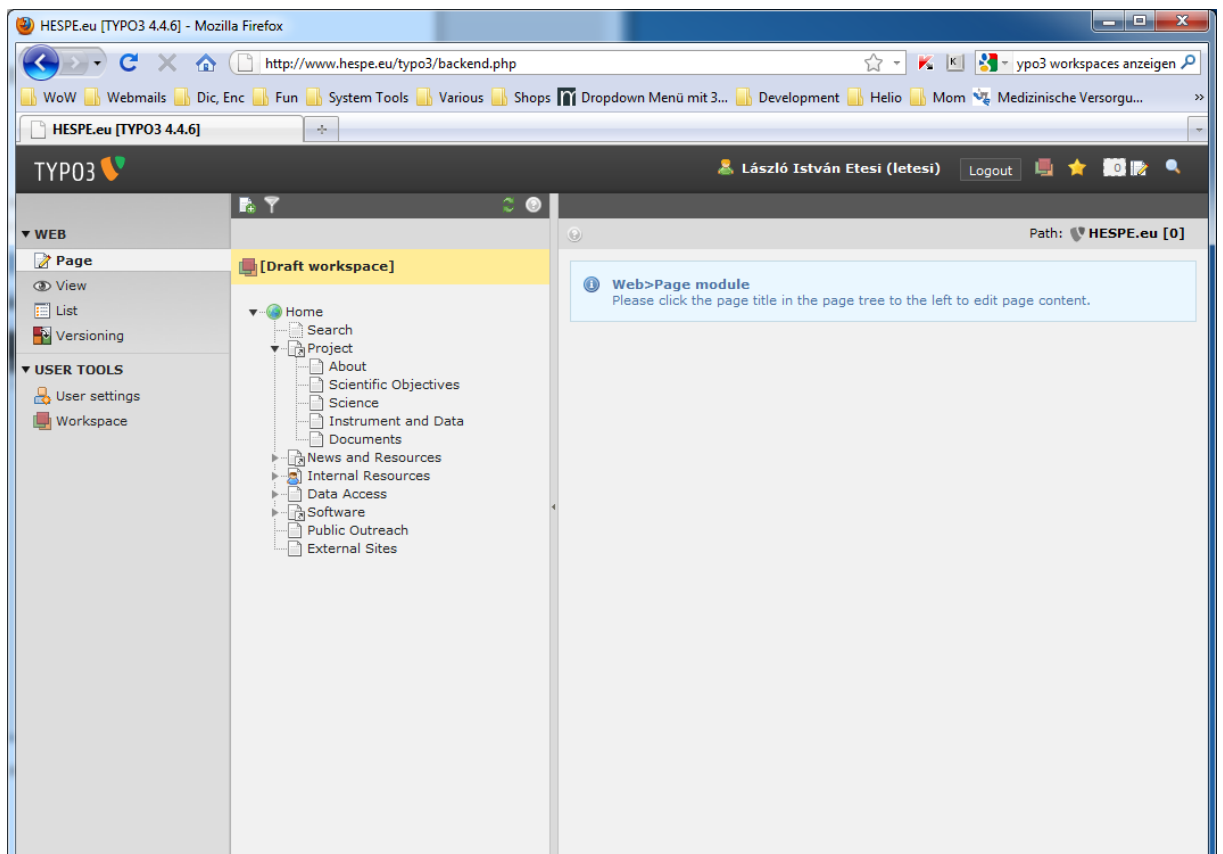
4. Before you start editing, consider this: Typo3 allows you do edit web content in a LIVE workspace and in a DRAFT workspace. All changes in the LIVE workspace will be visible immediately. Changes in the DRAFT workspace however, are only visible to the editors. It is also possible to send pages in the DRAFT workspace to other editors for review. NOTE: By default, you log into the LIVE workspace. To switch between LIVE and DRAFT, use the icon in the upper-right corner. For the sake of this example, we'll use the DRAFT workspace. However, the process of editing in the LIVE workspace is the same.




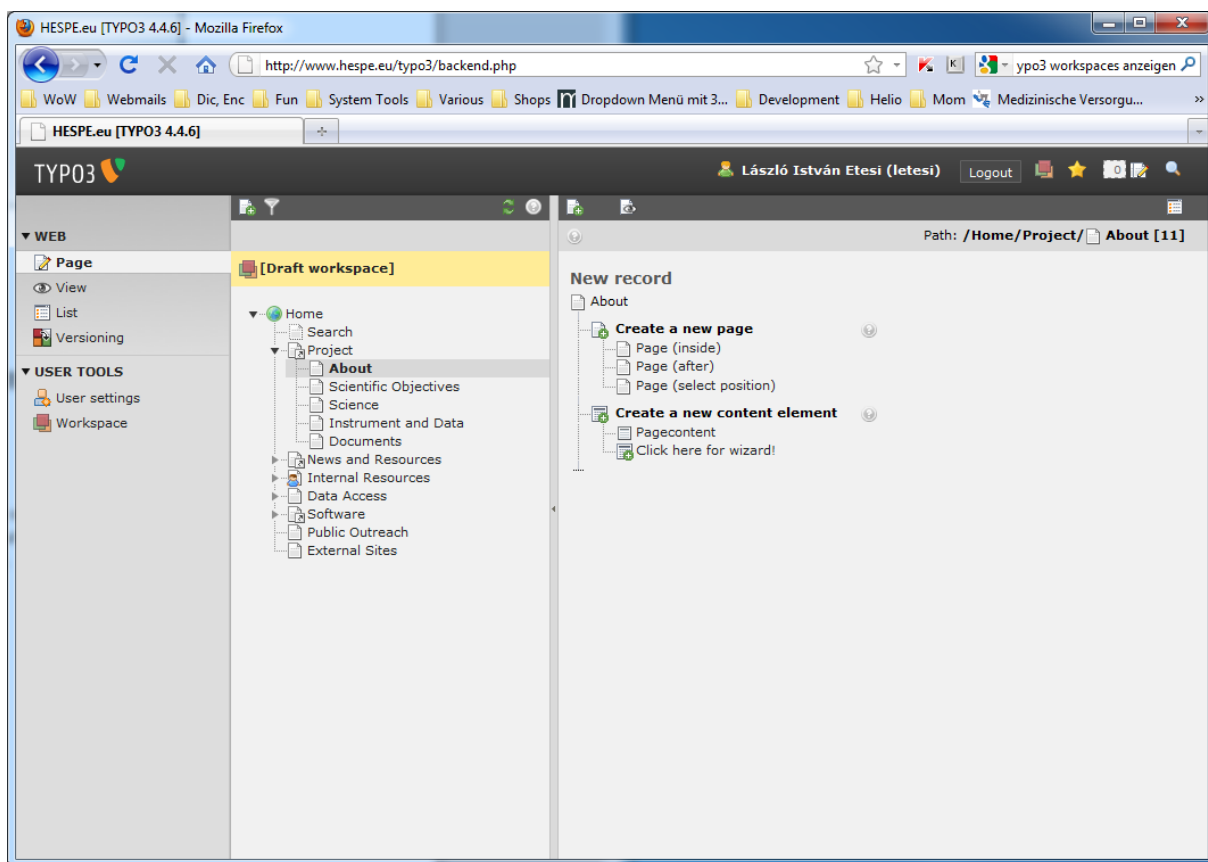
5. After selecting “DRAFT workspace” you are sent to the “Page” edit page (accessible through the menu to right.) Note the yellow marker indicating the DRAFT workspace.



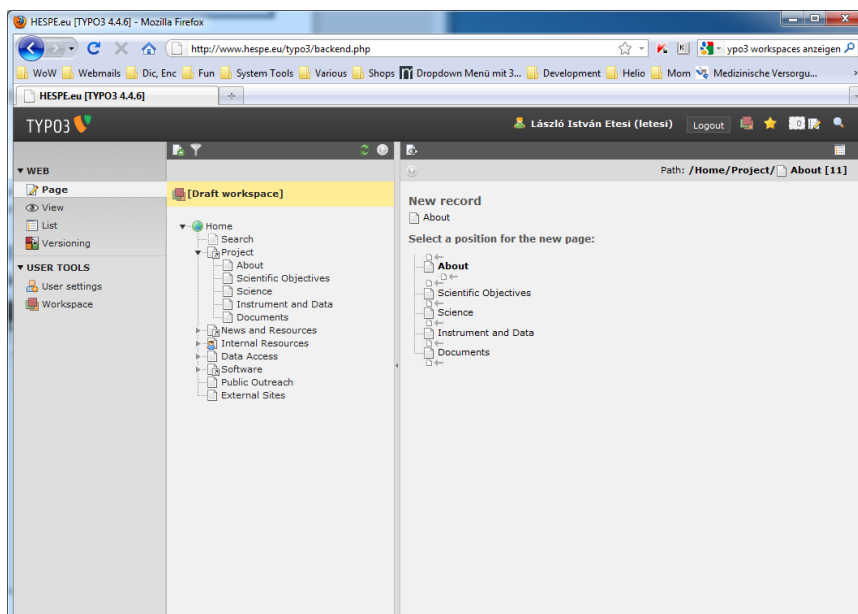
6. The page tree can be traversed by clicking on the little arrows in front of e.g. “Project”, “News and Resources”, etc.




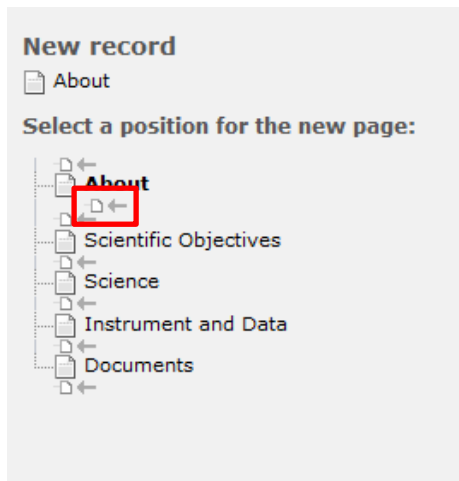
7. A new page can be added by left-clicking on the  icon in front of “About” and then by selecting “New”. To the right, a new menu opens allowing you to say “Page (select position)”.



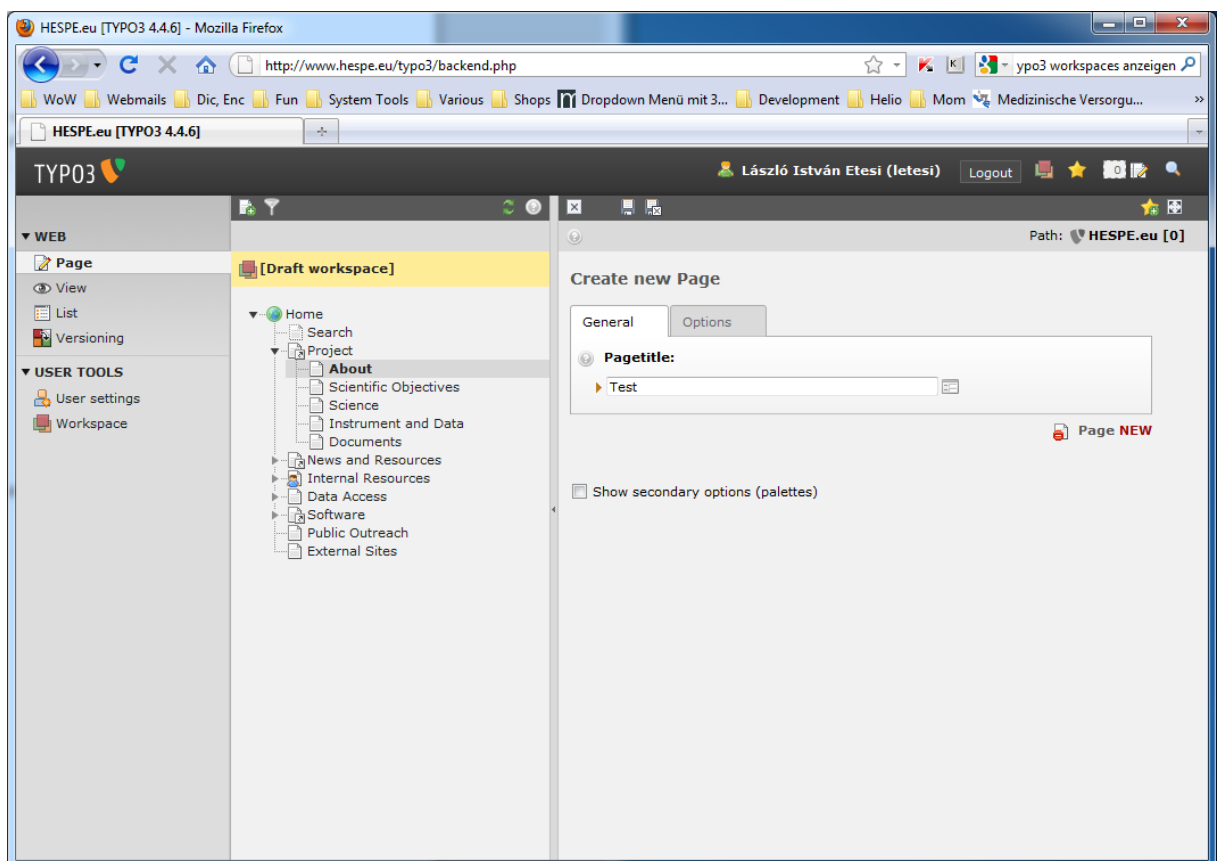
8. After clicking on “Page (select position)” you are allowed to specify WHERE to add the page.






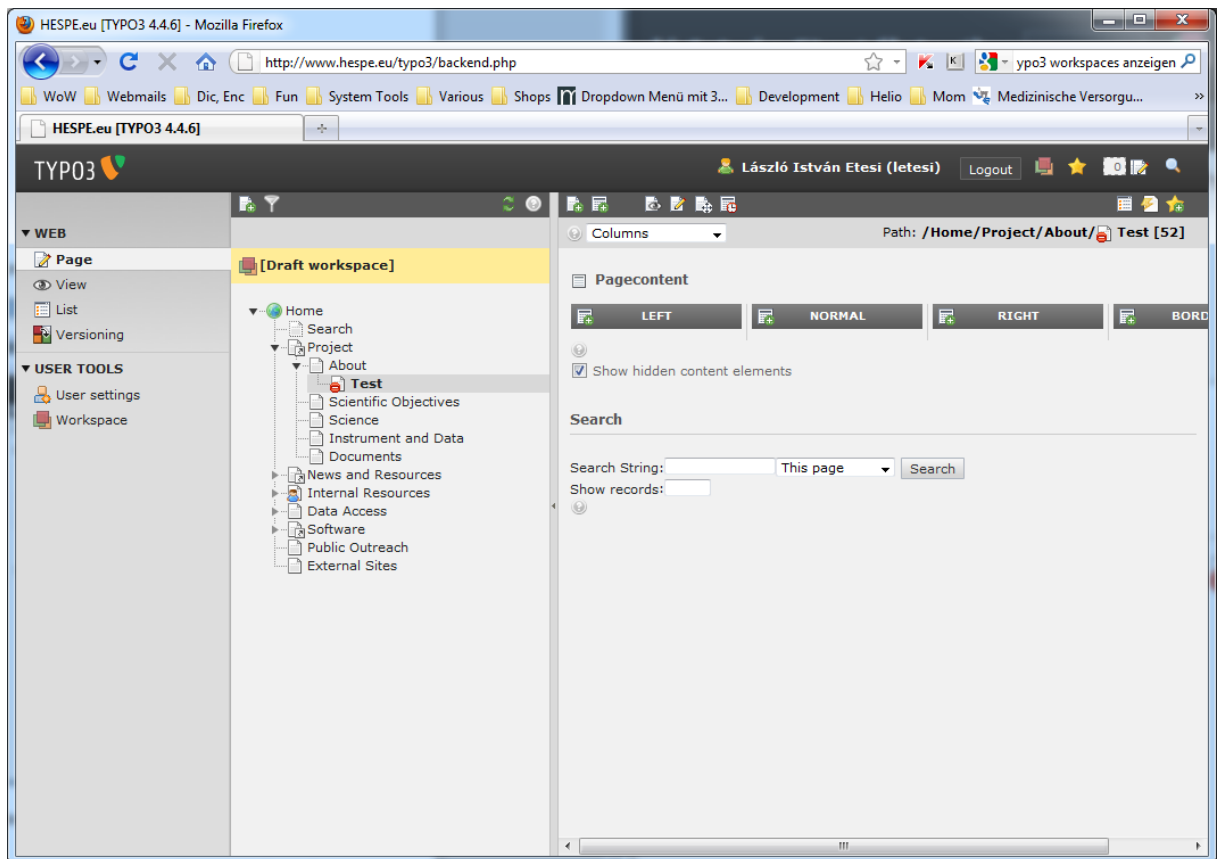
9. Click on the arrows to insert the page. The arrows in line with the  icon allow you to add a page on the same level as e.g. “About”. The arrow just below “About” will add the page “underneath” “About”. Let’s do that.





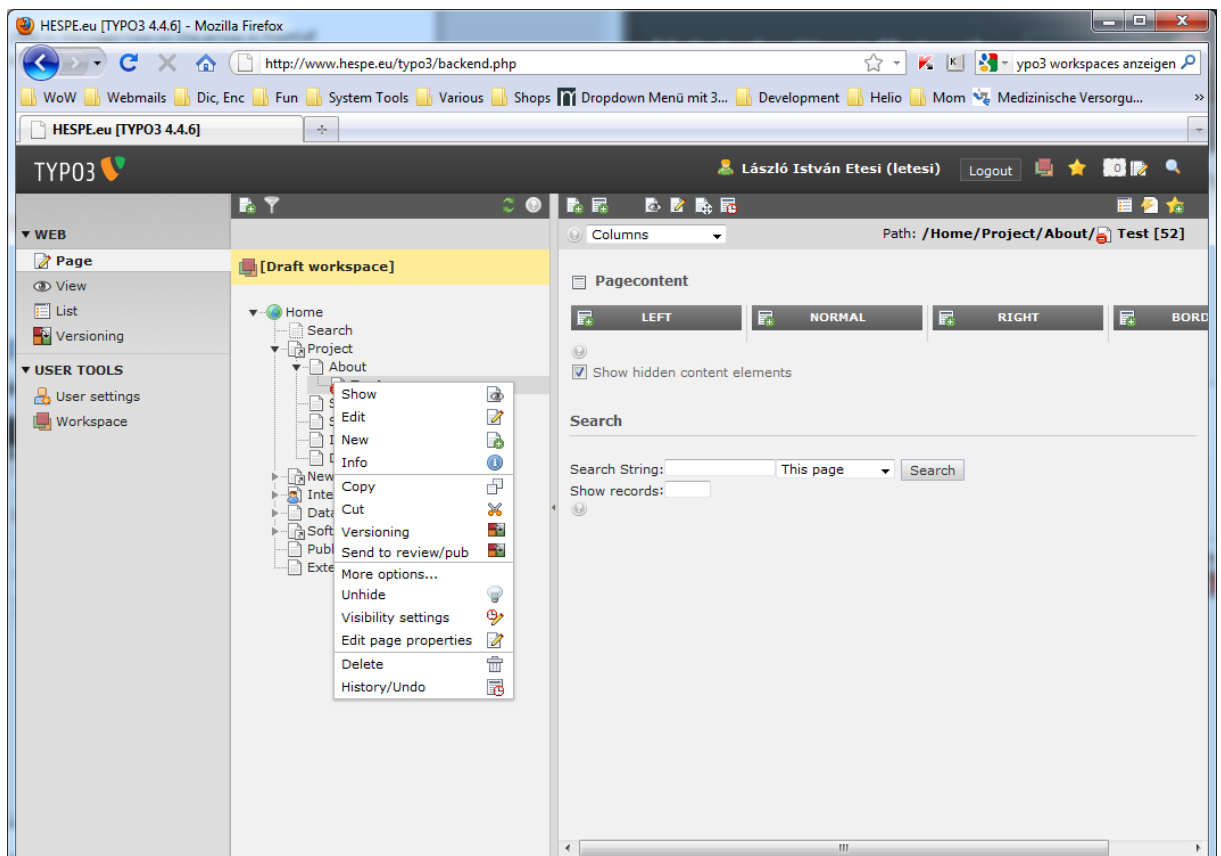
10. Now the menu “Create new Page” opens. Please specify a page title (e.g. “Test”). **[NEW]**
Don’t specify a title! It is added automatically to the top of each page.

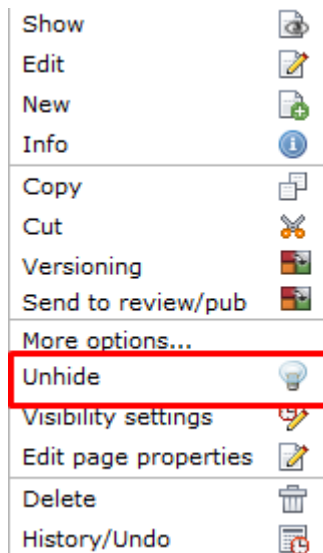


11. Click on the  icon at the top (over “Create new Page”) to save the page. Or click on  to save and close the page. Let’s use .
12. Next you could add a new record. Instead, click in the page tree on the arrow in front of “About” to see your new page “Test”. Then click on “Test” itself (NOT on the icon but on the text).

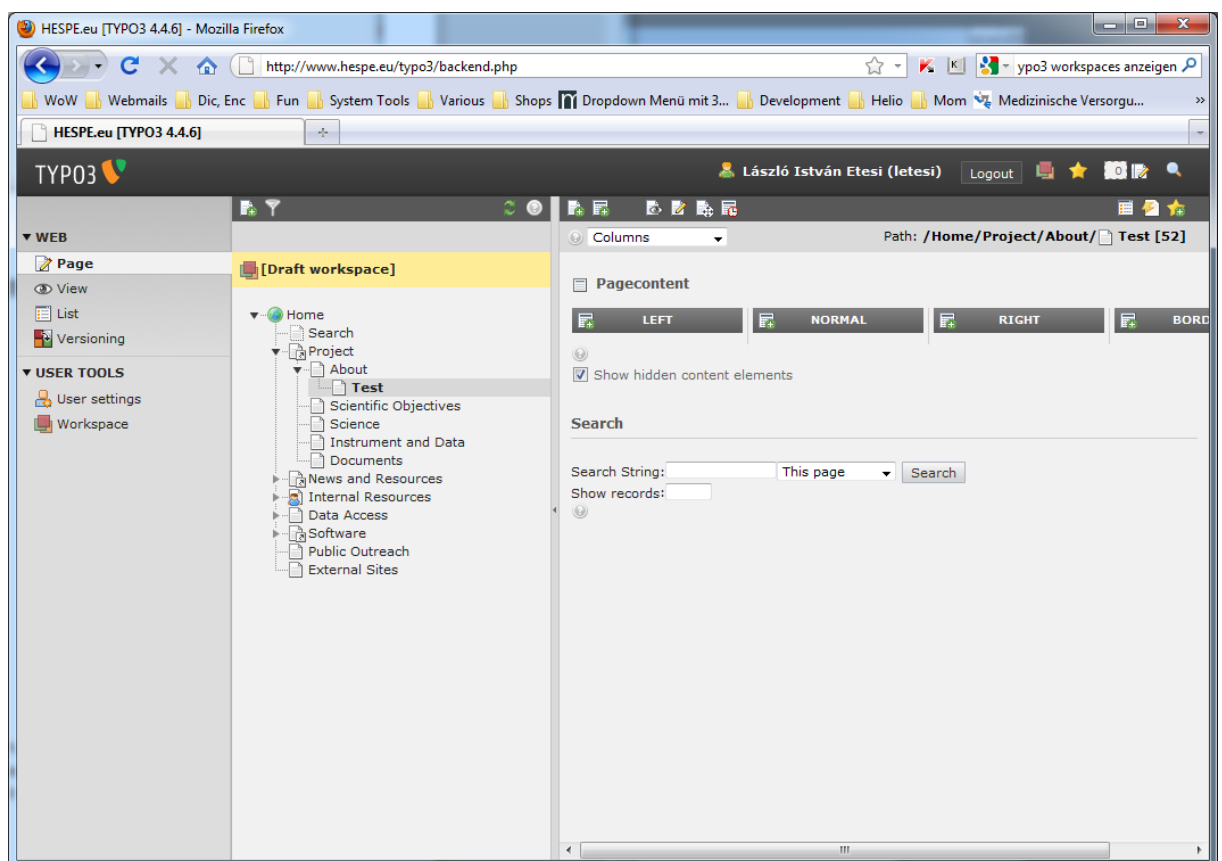



13. You will notice the special icon . This means your page is hidden and will not show up on the frontend until you “unhide” it. You would do so by left-clicking on  and selecting “unhide”.

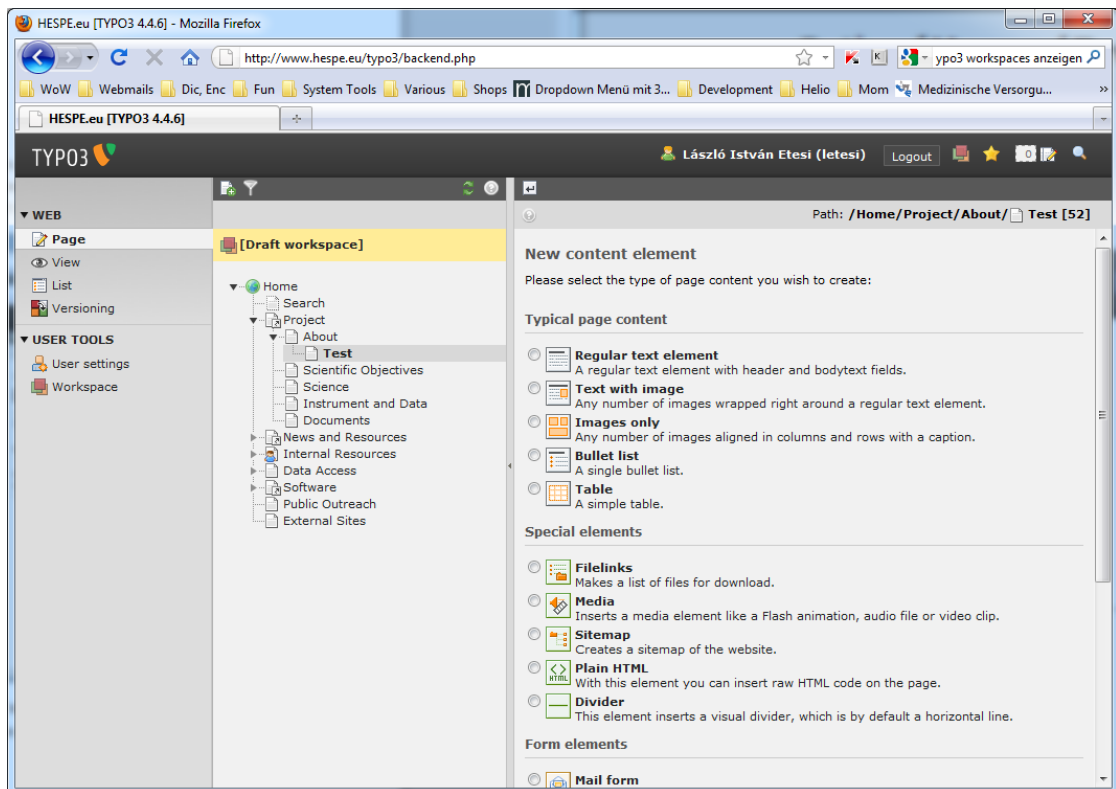




14. Now it will be visible to all frontend visitors. However remember, we are in the DRAFT workspace. Thus, no one but editors can see the newly created and unhidden page.
15. Now click on “Test” in the page tree to edit its page content.

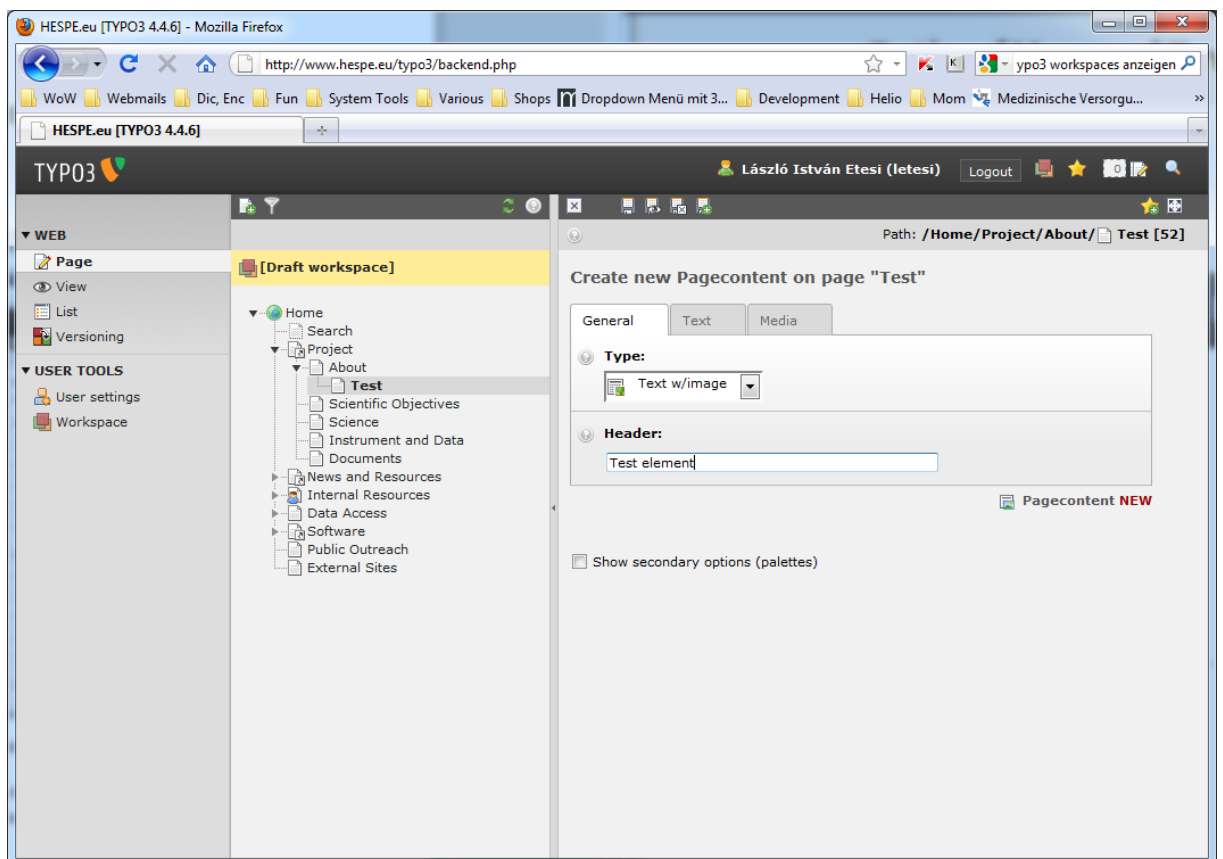



16. All page content is added to the “Normal” section. We add new content by clicking on  to the right of „Normal“. You will find an extensive list of possible elements.

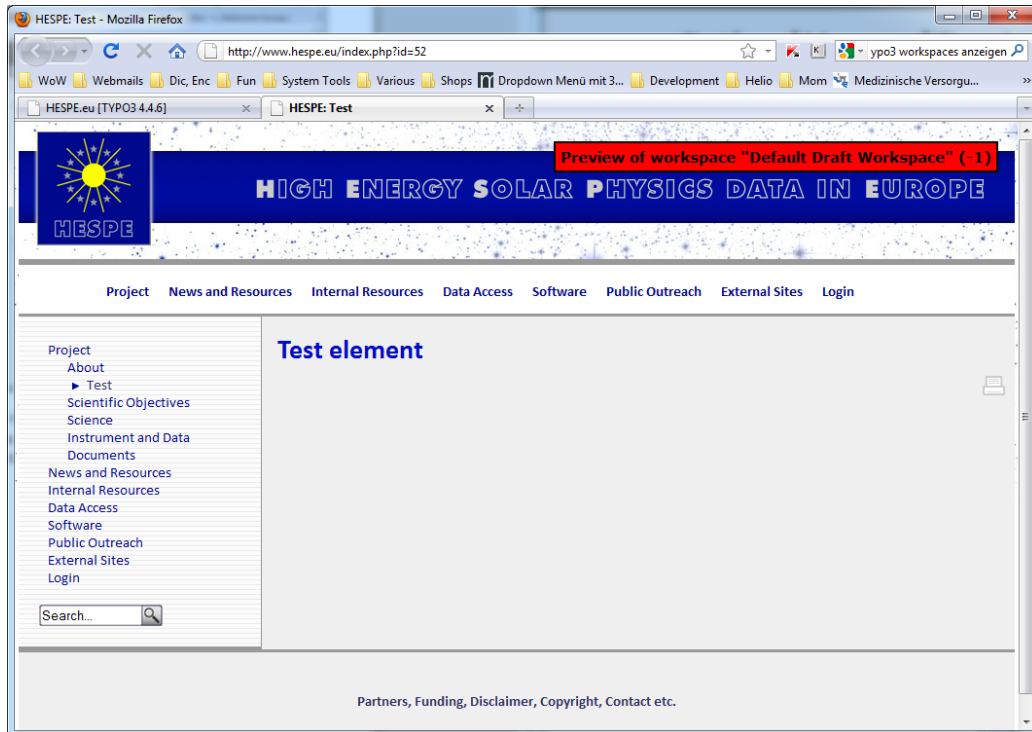


17. Select “Text with image”. Click on the bullet point in front of “Text with image” to edit.

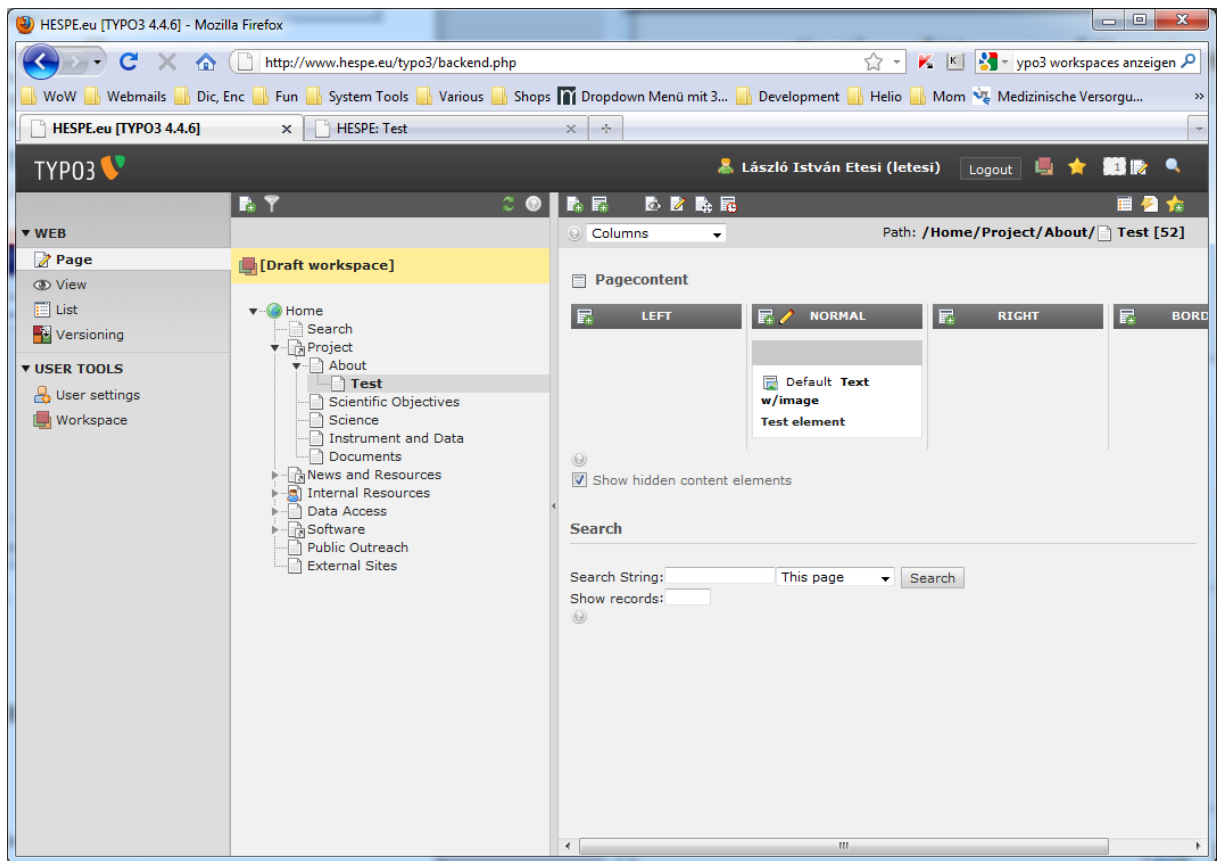
18. In the new menu (image below) you enter first a new title for this content element. Let’s use “Test element”. Add this to the text box underneath “Header:”.



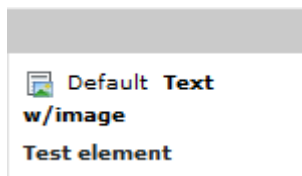
19. Before we proceed, we save and preview it. Click on  at the top (just above “Crate new Pagecontent on page “Test””) to do so. This will open a new browser window (or a new tab). NOTE: Should you have a popup blocker active, you may need to allow popups from the web site HESPE.eu. Your browser should present you with the following screen:




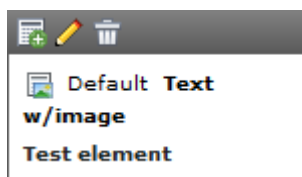
20. Let's open the backend tab/window again.
21. You should still have “Edit Pagecontent “Test element” on page “Test”” open. If not, select your “Test” page in the page tree.



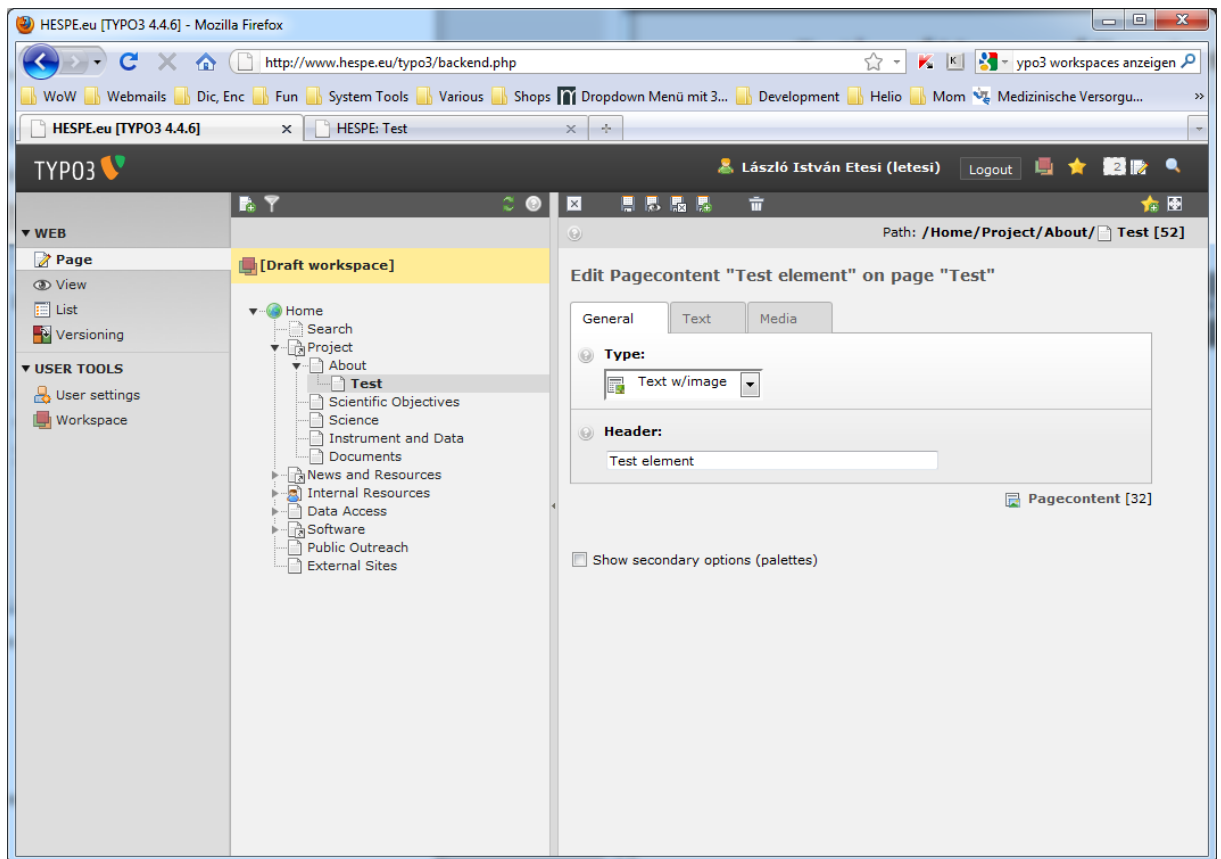
22. Then mouse over our test content element underneath “Normal”.



23. When you hover over it, the add/edit/delete menu appears. Click on  to edit this content element.



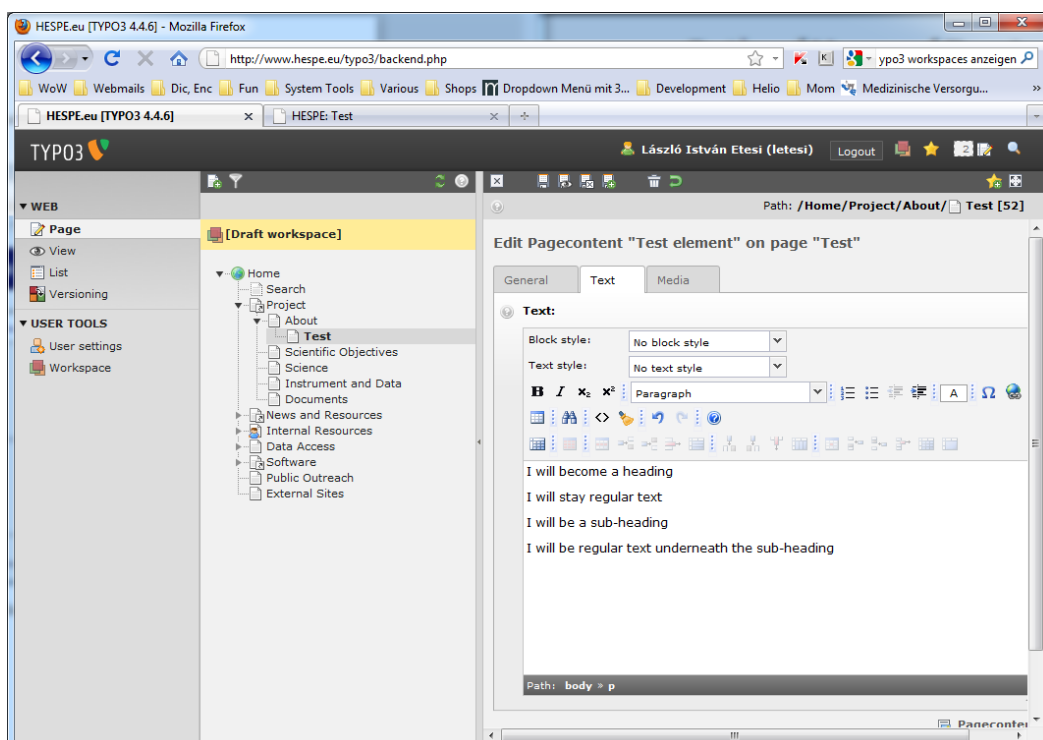
24. You should be back here:




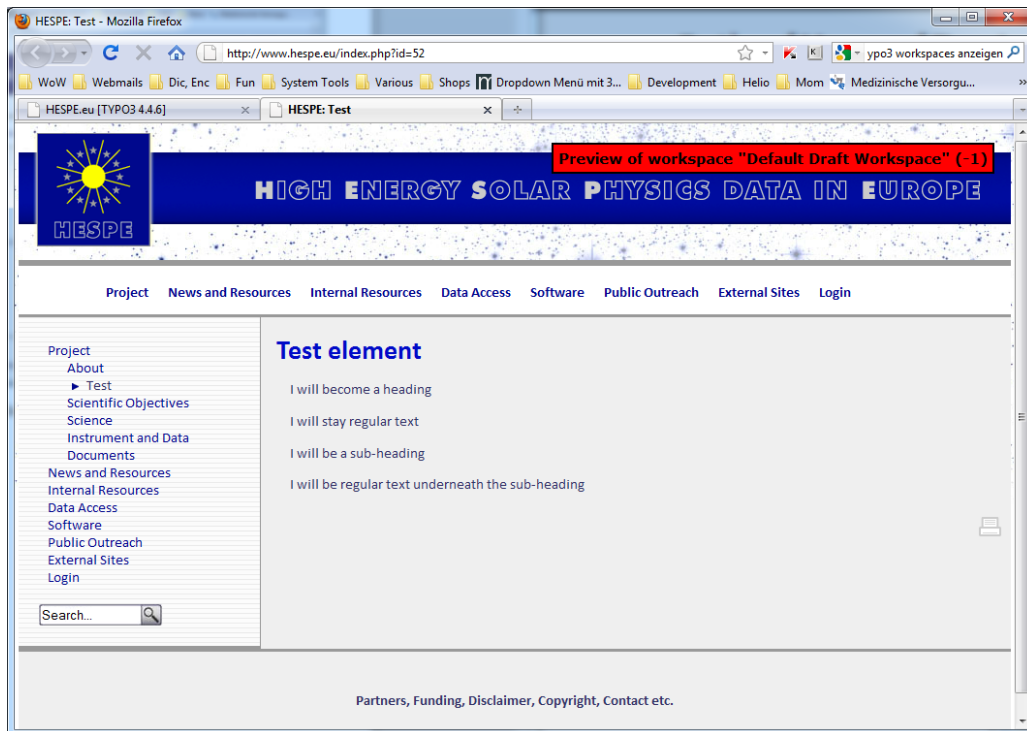
25. Now add text. Click on the “Text” tab, between “General” and “Media”



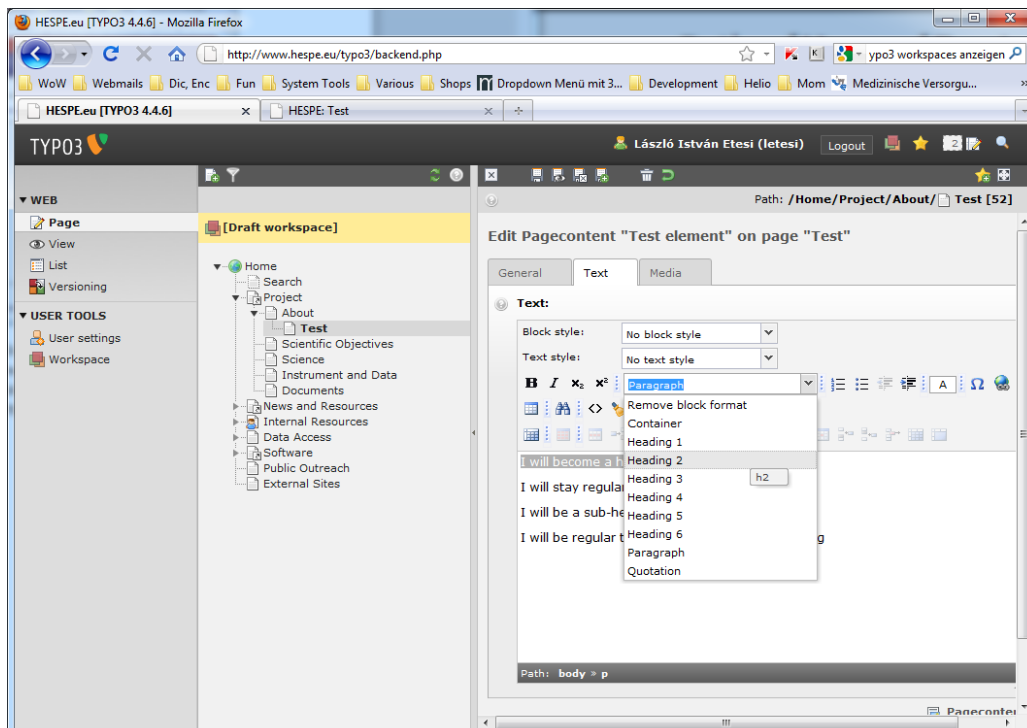
26. Now a Rich Text Editor (RTE) opens that allows you to add content. Let’s add some text.

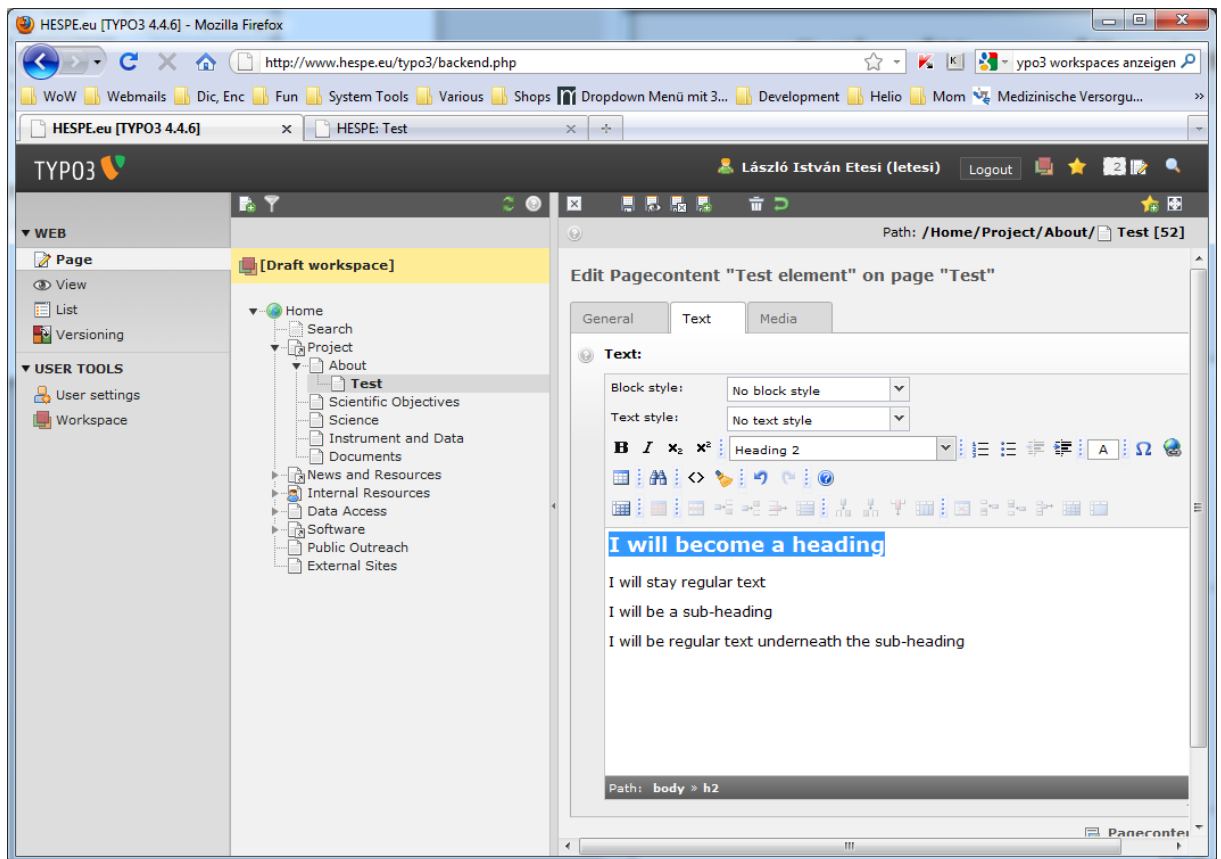


27. Save and preview. Click on  and open the preview window/tab. You'll see that we added regular text.

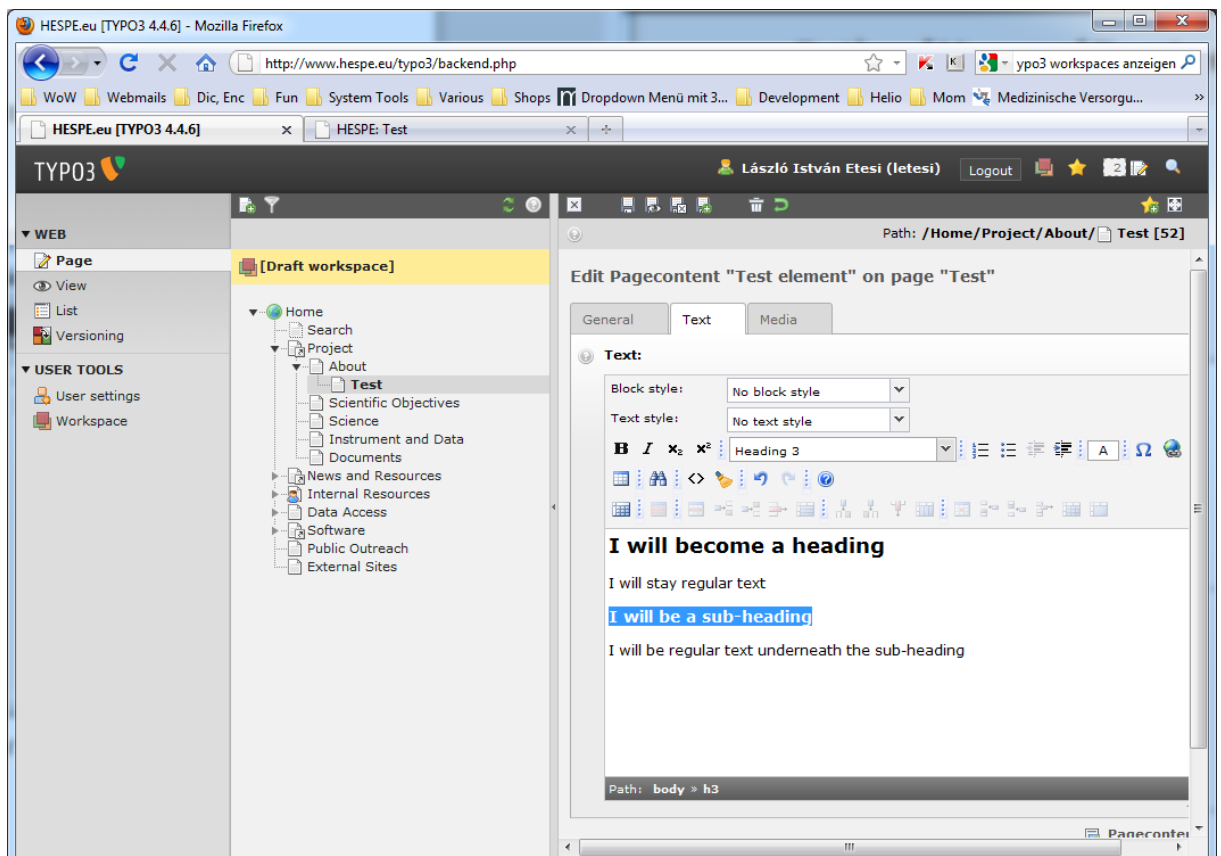


28. Let's modify the text and make it "nicer". Go back to the backend.
29. The first entry "... a heading" should become a nice heading. To apply a style, highlight (select) the complete first line and then click on the dropdown box, currently containing "Paragraph". Then select "Heading 2". NOTE: Don't use Heading 1! [NEW] The first element title is now added automatically from the element's header information (added a few steps previously).

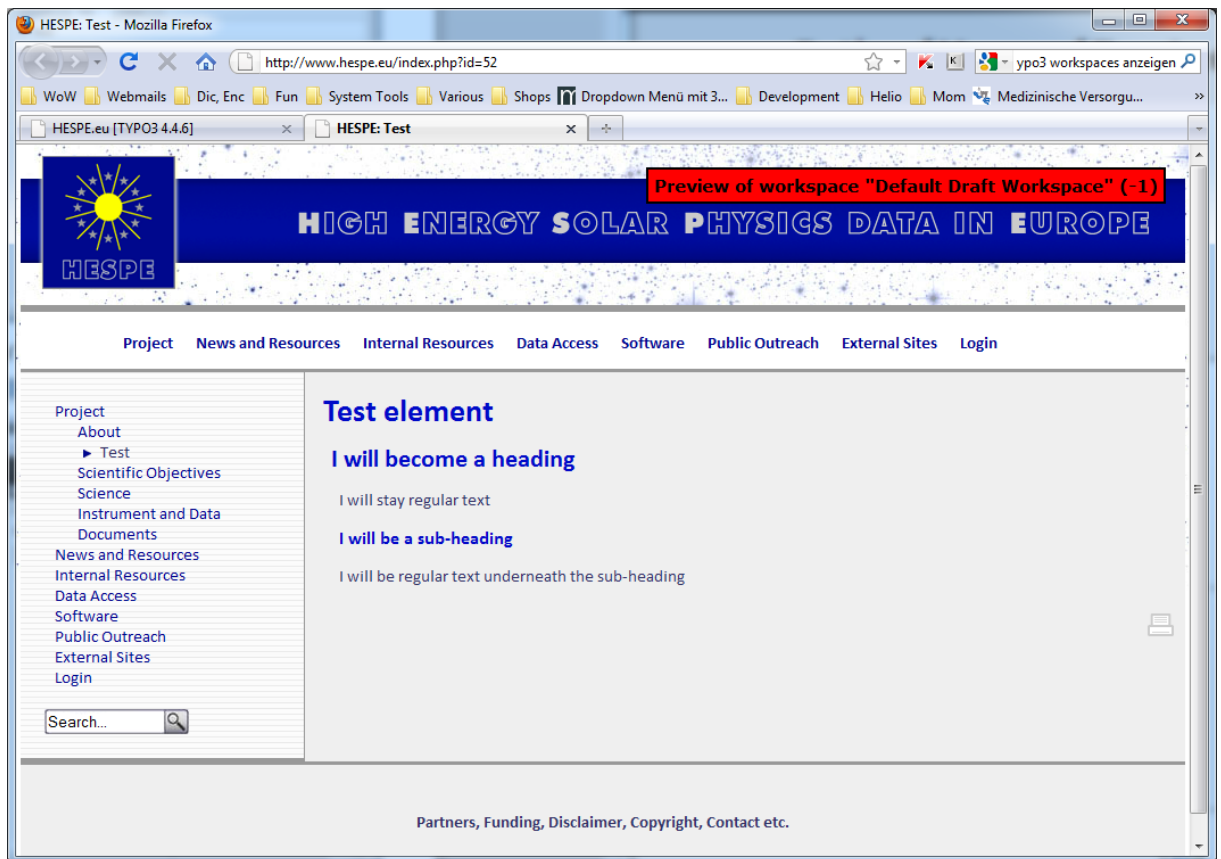




30. Now, let's do the same for "... sub-heading". But assign it "Heading 3".

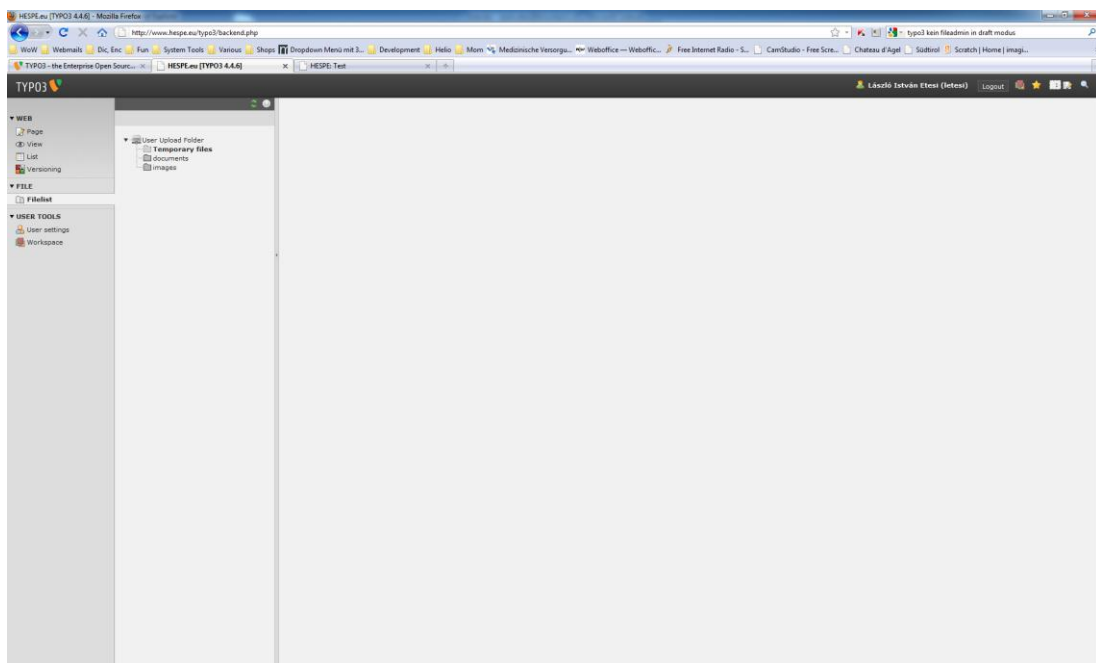


31. Click on  to preview.

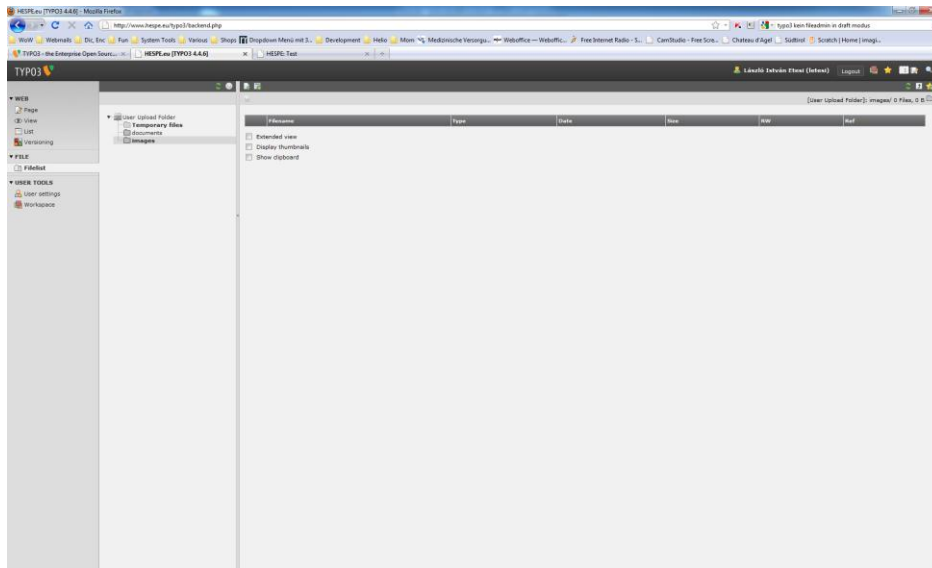



32. Now let's return to the backend to add images.

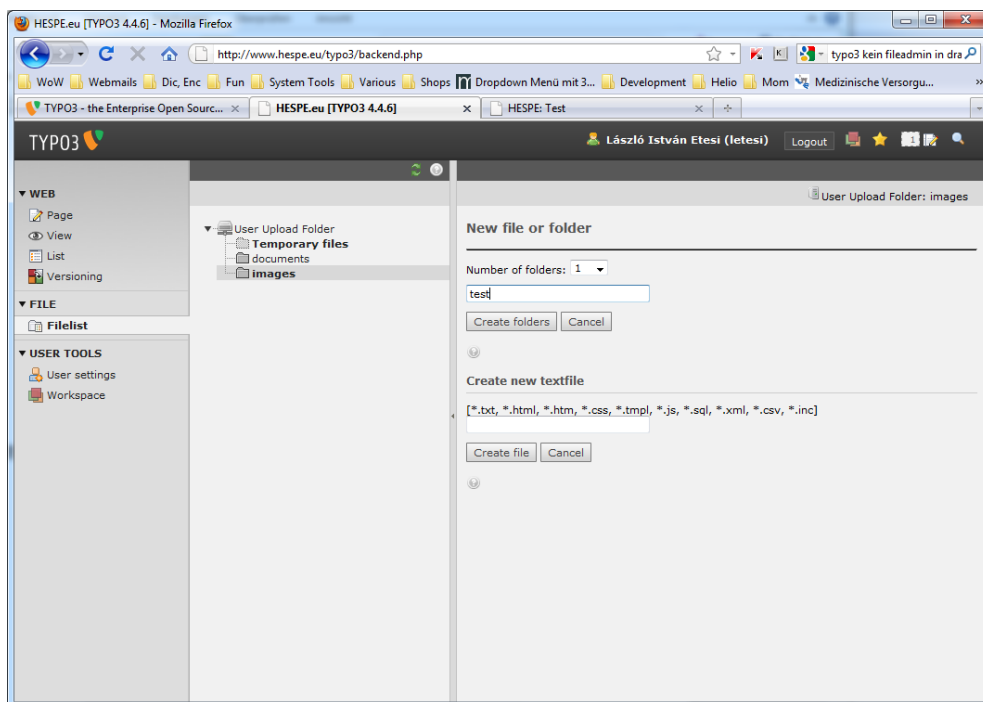
33. First new images have to be added. Click on "Filelist" to the left-hand side. Then expand in the folder tree (to the right) the "User Upload Folder".

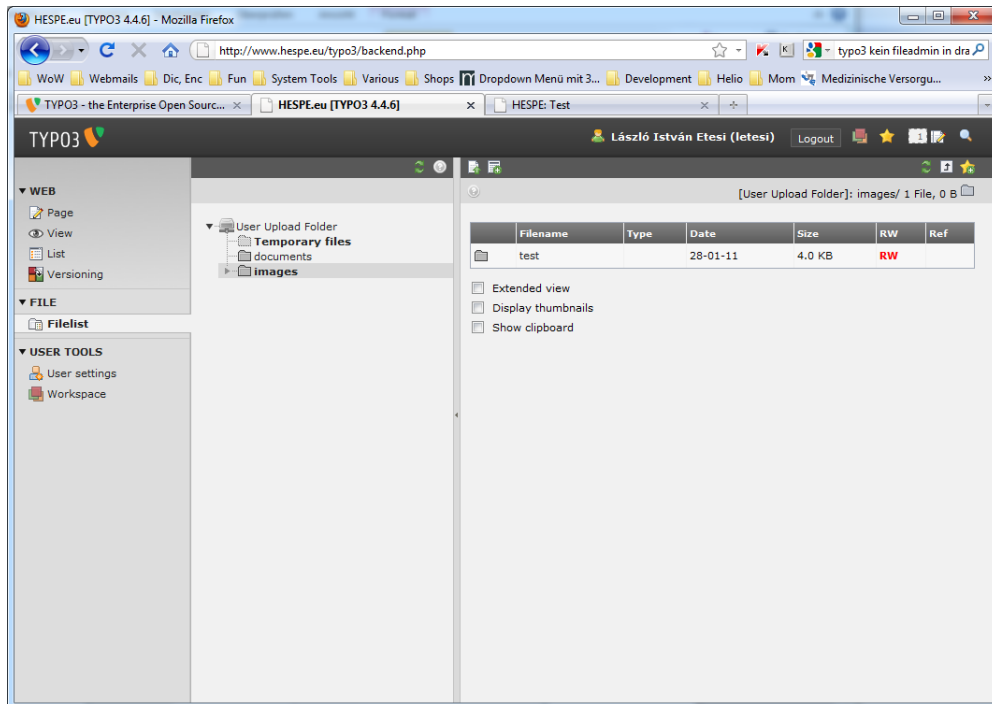


34. Now select the folder "images". To the right you will see this folder's content.

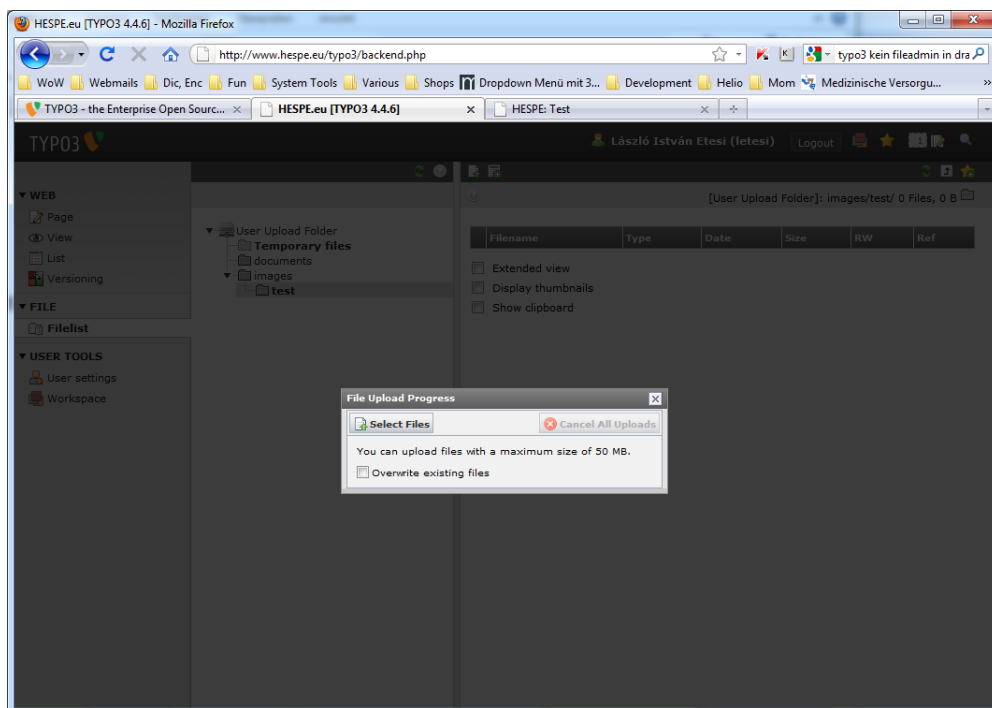


35. To create a new folder, left-click on  in front of „images“ and say “New”. Then to the right, under “New file or folder”, enter the new folder name (e.g. “test”) and say “Create folder”.

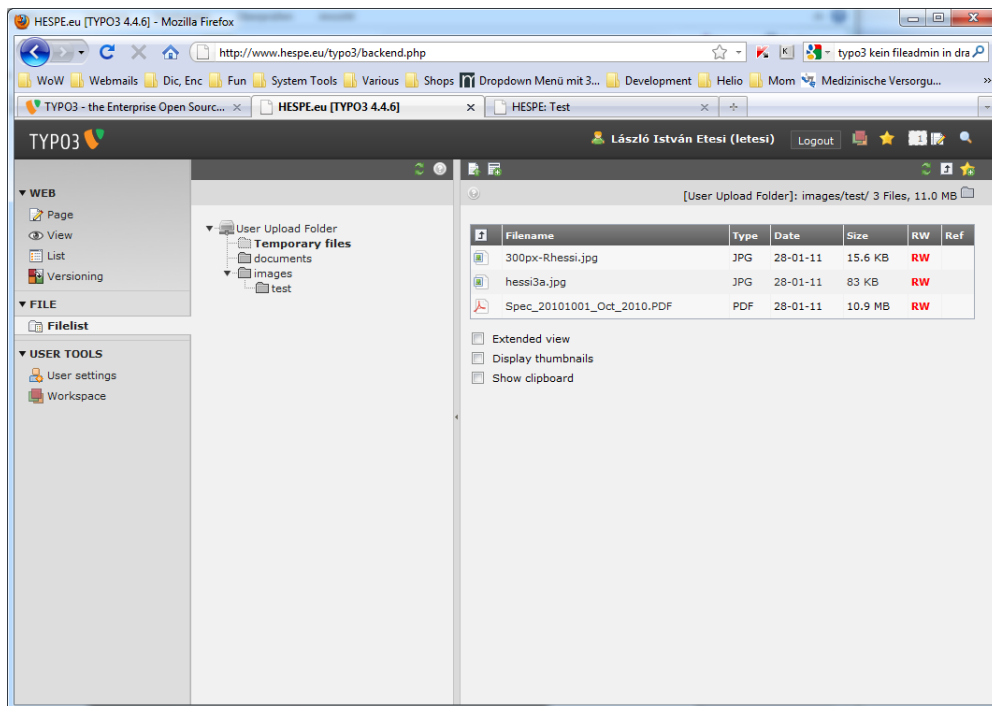




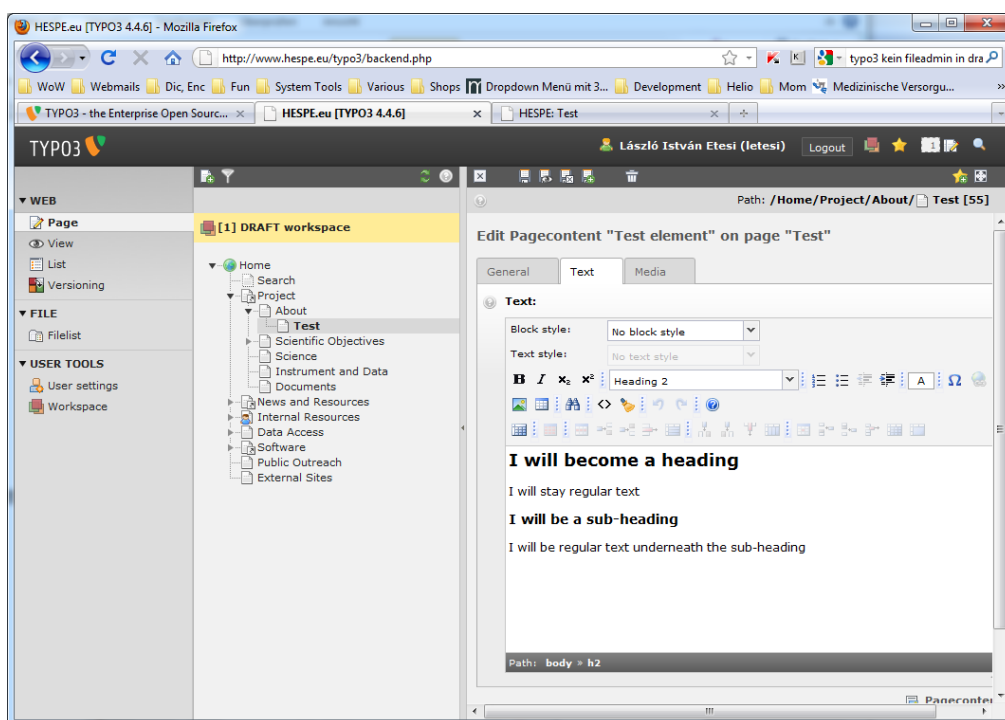
36. Now open “test” and click again on  in front of „test“ and say “Upload Files”.



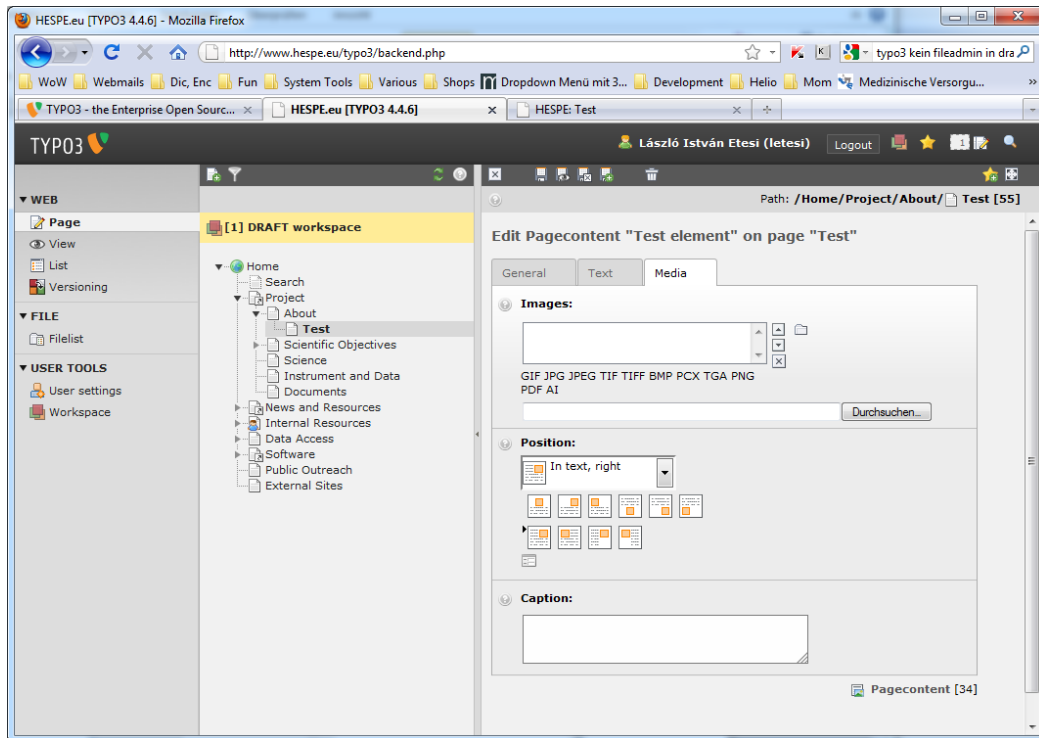
37. In this new “File Upload Process” window, click on “Select Files” and choose the media file you want to upload (e.g. GIF, JPEG, PNG, TIFF, PDF, etc.). In the file chooser window, you may select multiple files by keeping CTRL pressed.




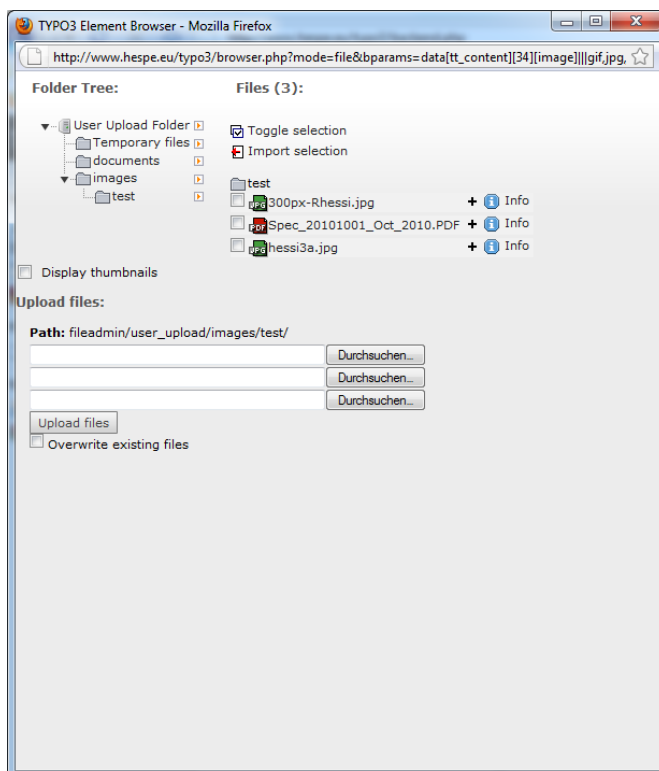
38. Now let's go back to our test page and edit the test content element.



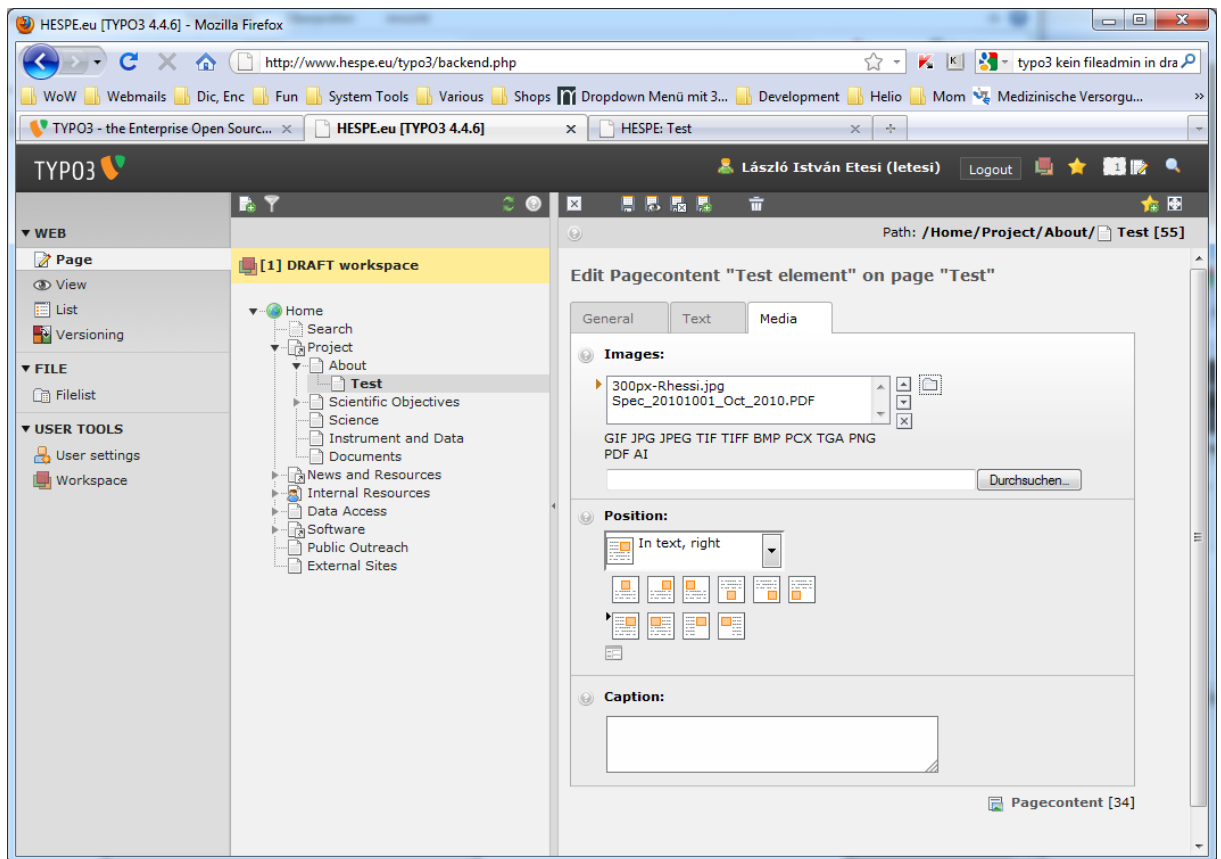
39. There are two possible ways of adding media content. The simple solution is to go through the "Media" tab and add all files to the page. All selected files are added as one block. The other manual (but configurable) way is explained later. Now click on "Media".



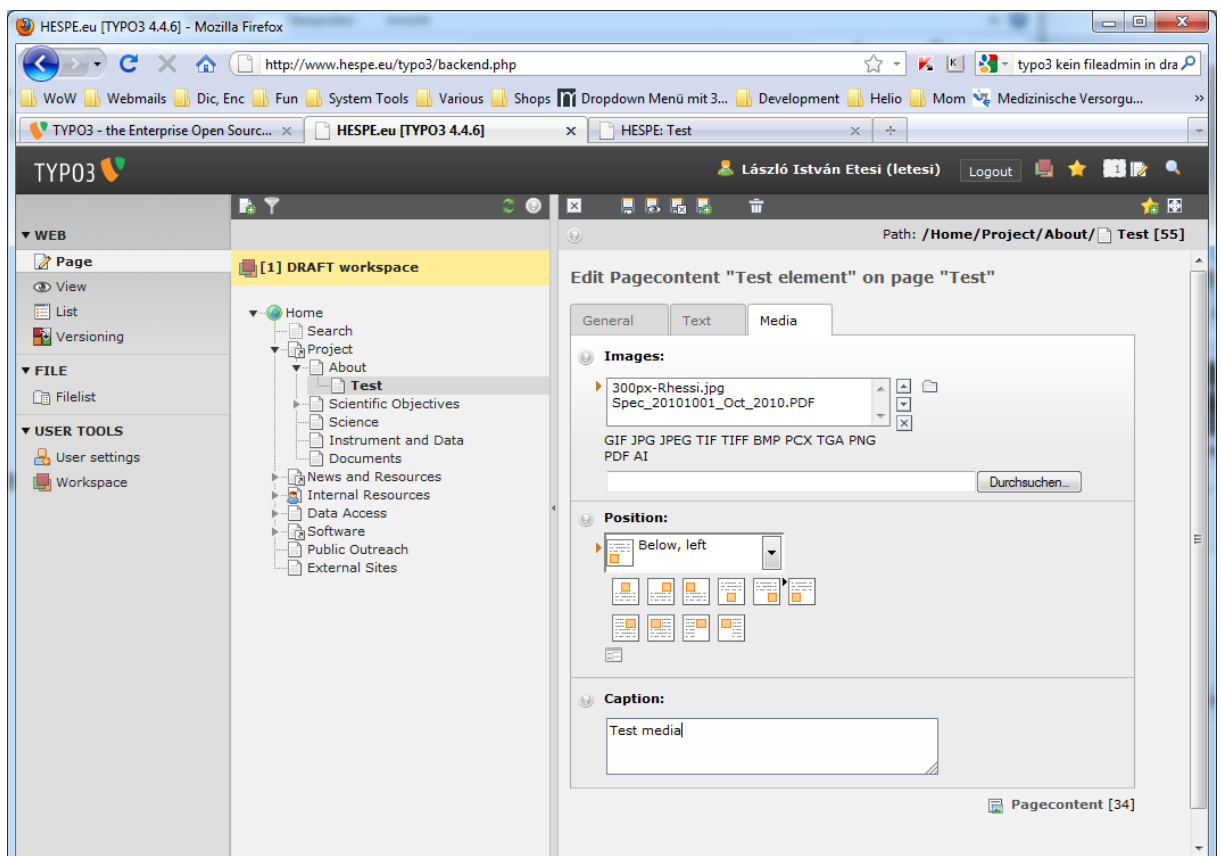
40. At the top you see “Images”. Here you are allowed to a) add media by upload (click on the button called “Durchsuchen” in the above screenshot), or b) add media by selecting them from the server file system. To do so, click on the  icon next to “Images”.




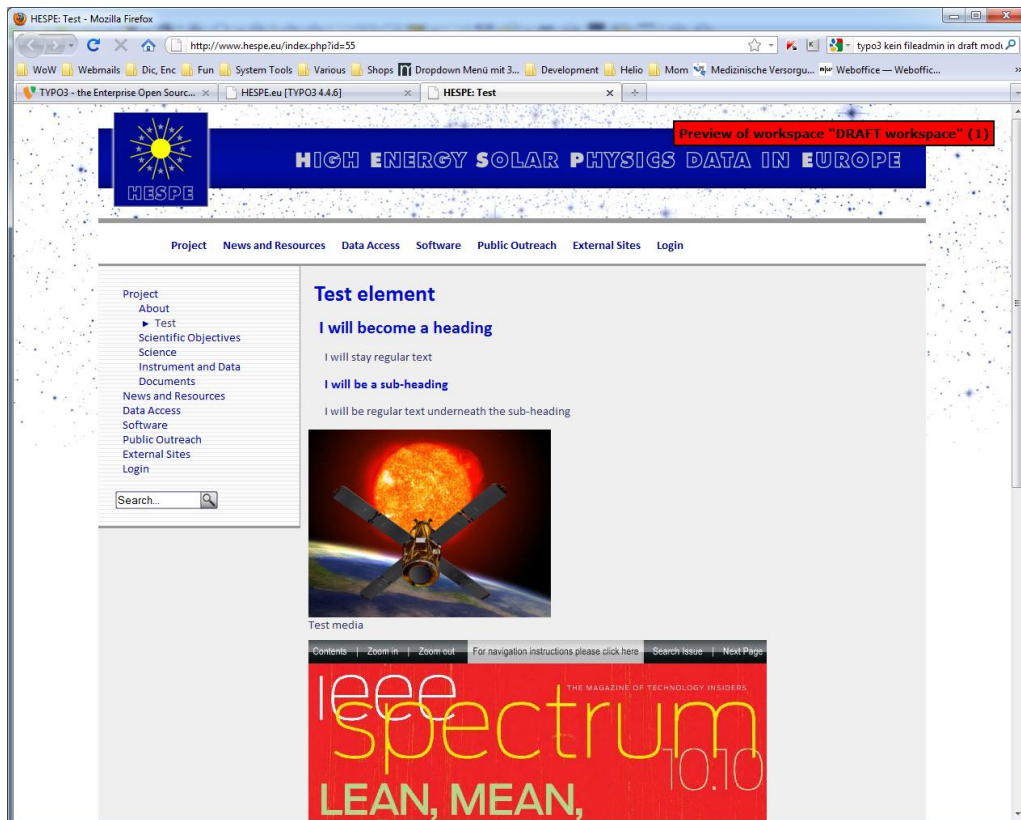
41. In this new selector window, you can browse to your “test” folder and then select the desired media files by clicking on the check boxes. When you’re satisfied with your selection, click on “Import selection”.




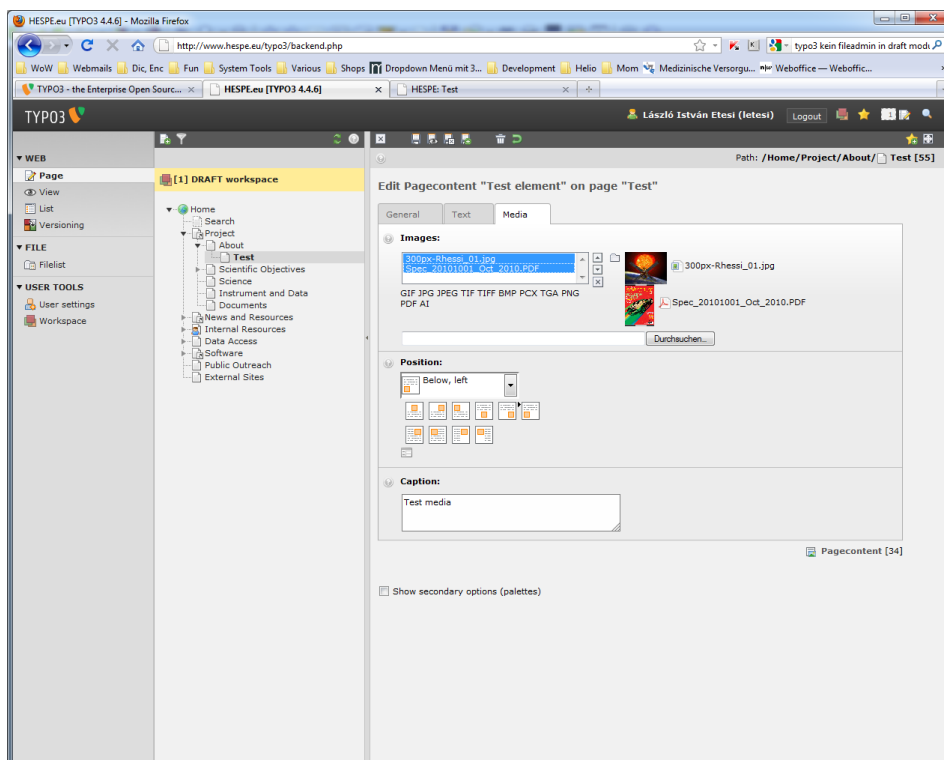
42. You are now only allowed to change the position of the media block under “Position”, and to add a caption for the whole block under “Caption”. Let’s select “Below left” and give it the caption “Test media”.

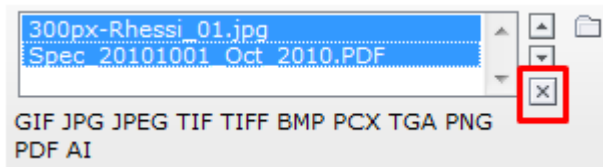


43. Let's preview our page by clicking on .

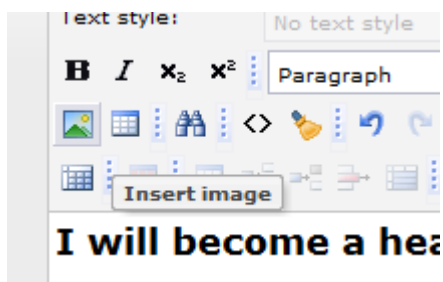
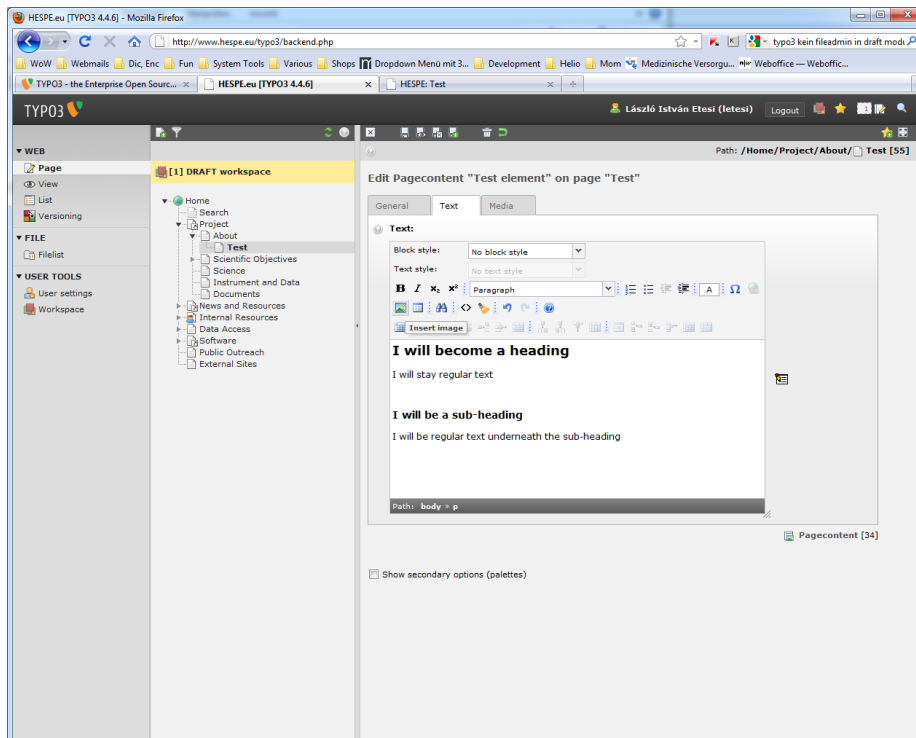


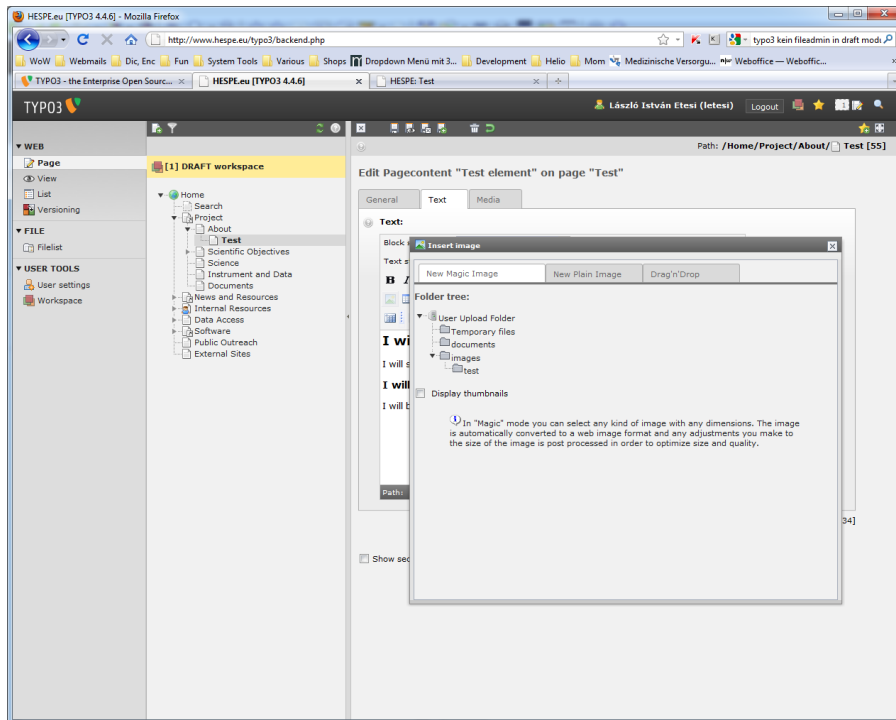
44. Go back to the backend and remove the images again by selecting the media files in the list and then by clicking on  next to the list. Then save.



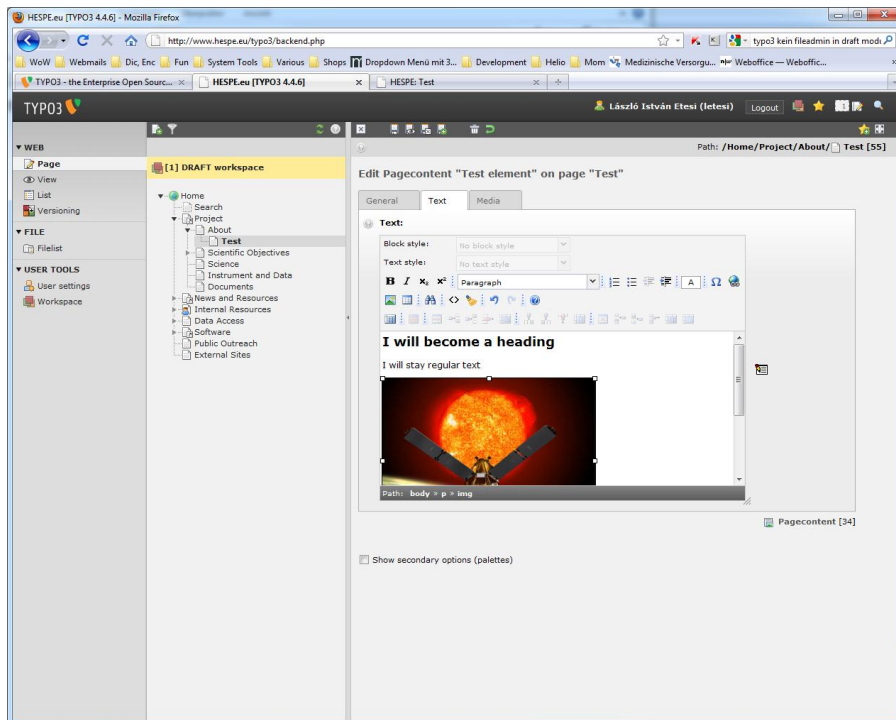


45. To place images, we can use “Insert Image”. Go back to the “Text” tab, click into the text behind “I will stay regular text”, hit enter, and click on the little landscape icon below the bold “B”.

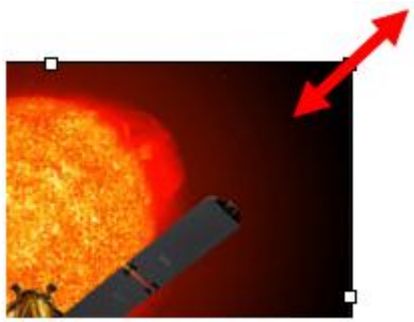




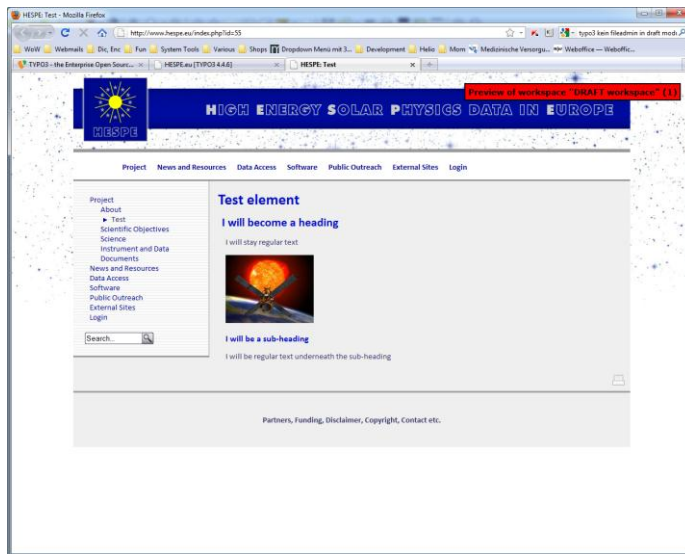
46. Find your images inside the “test” folder and select one. You will see that it’s directly inserted into the text where you had placed your cursor.



47. If you don’t like the image dimensions, click on the image and drag the corners with your mouse.



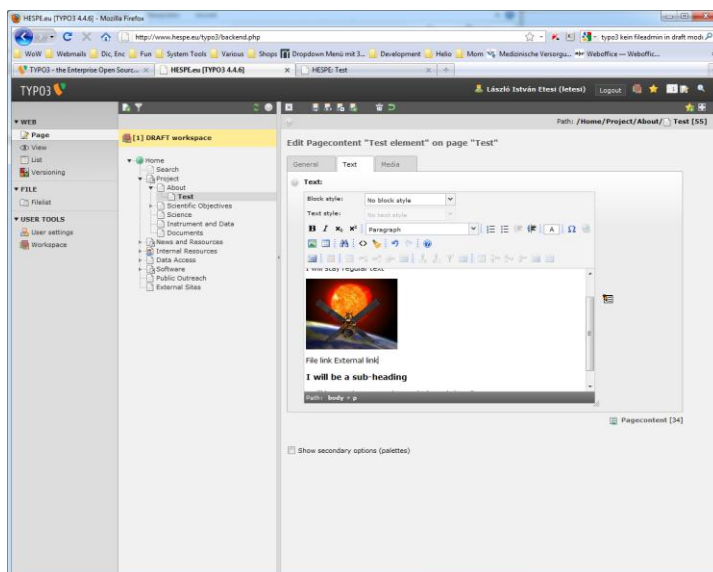
48. Preview to see the result.

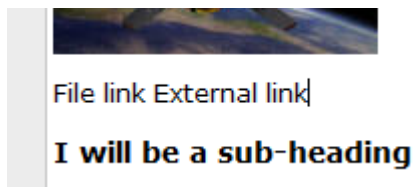




49. Before publishing our result, we will use the “Insert link” button to add a link to a project file and a link to an external site.

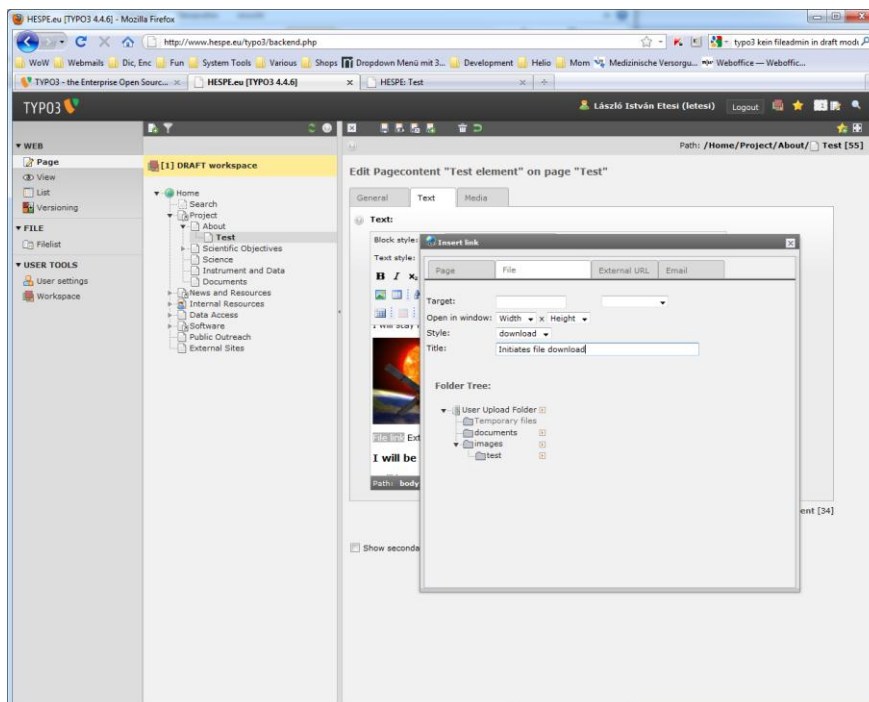
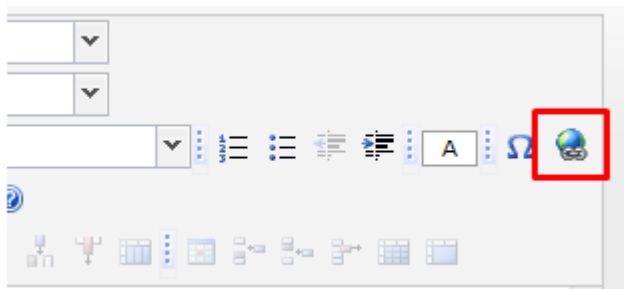
50. First go and upload a PDF file to the “test” folder. This procedure has been described earlier with images. It works the same for PDFs, etc.

51. Go back to the “Text” tab in the backend. Then position your mouse cursor behind the inserted image, hit enter, and add the text “File link” and then “External link”.

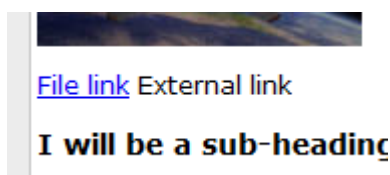





52. Now highlight “File link” with your mouse and click on the now active  (without highlighted text it is disabled .



53. Select the “File” tab. Then enter a title for your file, e.g. “Test file”. Now take a look at the folder tree and select your file. You will see that “File link” will be marked as a link.




54. Try the preview.

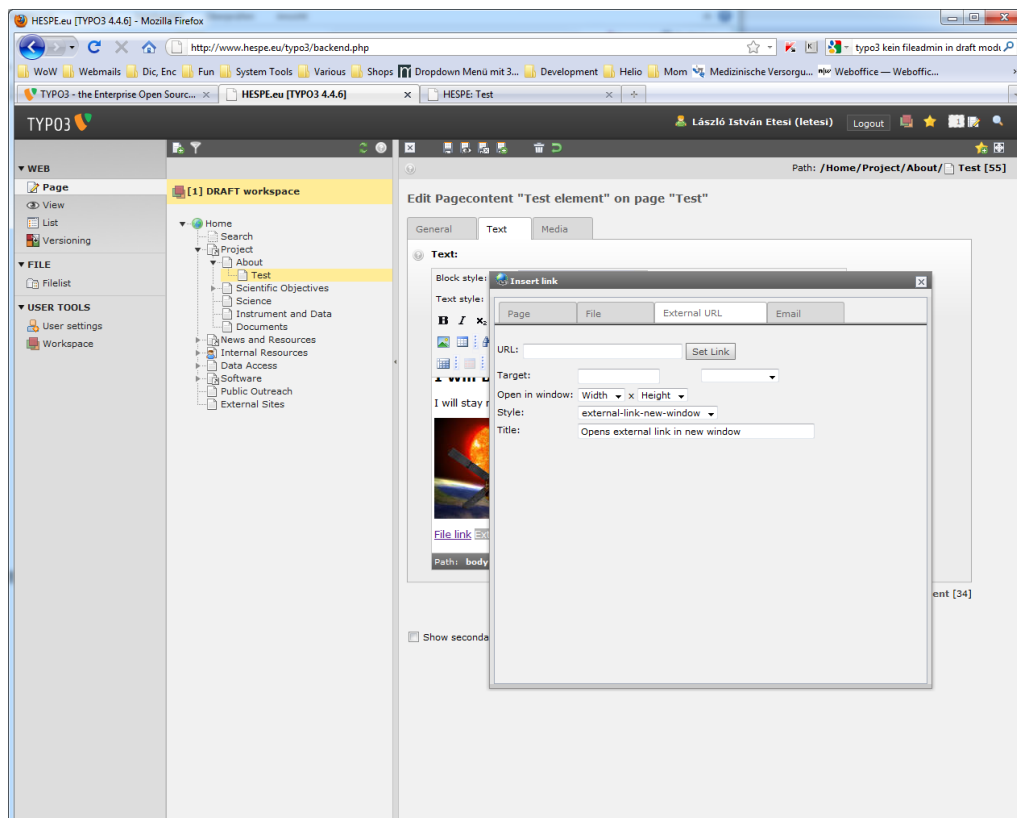
55. Clicking on the file link will open the file in the same window. If you want to open your file in an external window, go back to the backend, click on the file and then again on .

56. Now select a different “Target”. Say “New Window” and click on “Update”.

v: Width x Height

57. Try the preview.


58. To add an external link, go back to the backend, highlight “External link”, and click again on . Then open the “External URL” tab.

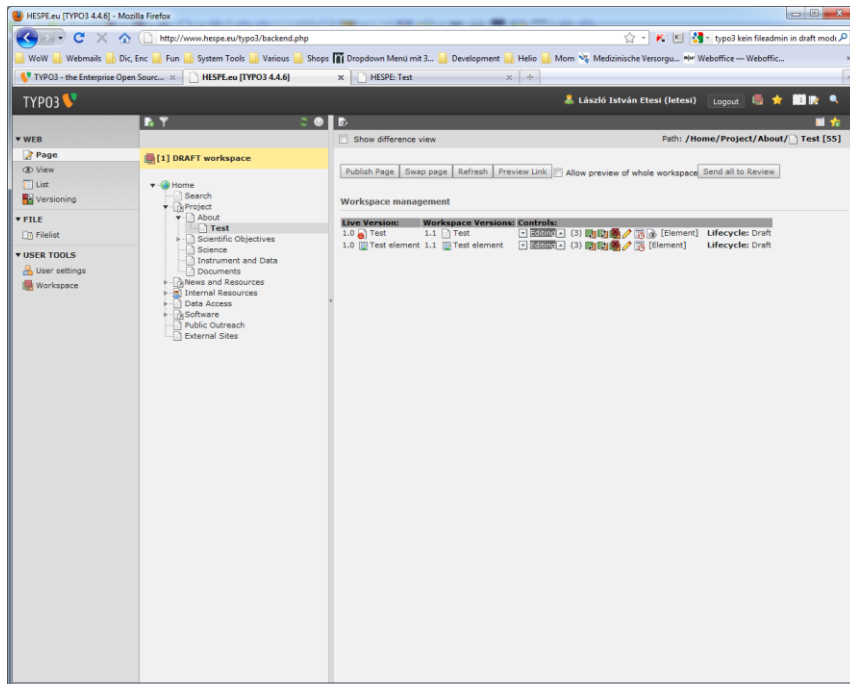


59. Behind “URL” you type in your external link, e.g. <http://www.esa.eu>. Then add a title, e.g. “European Space Agency”. Then click on “Set Link”.

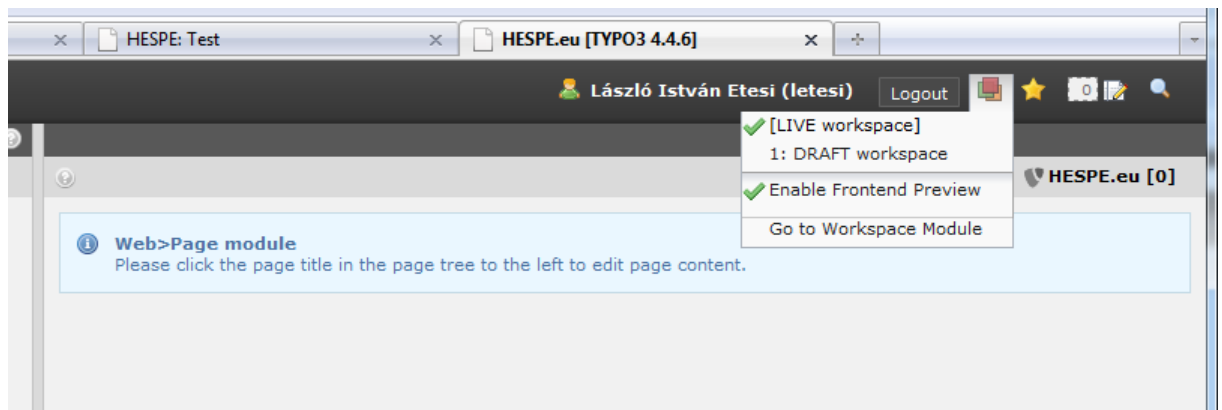
60. Preview.

61. You can also link in internal pages by using “Page”. Email addresses, however, can be added to the regular text box.

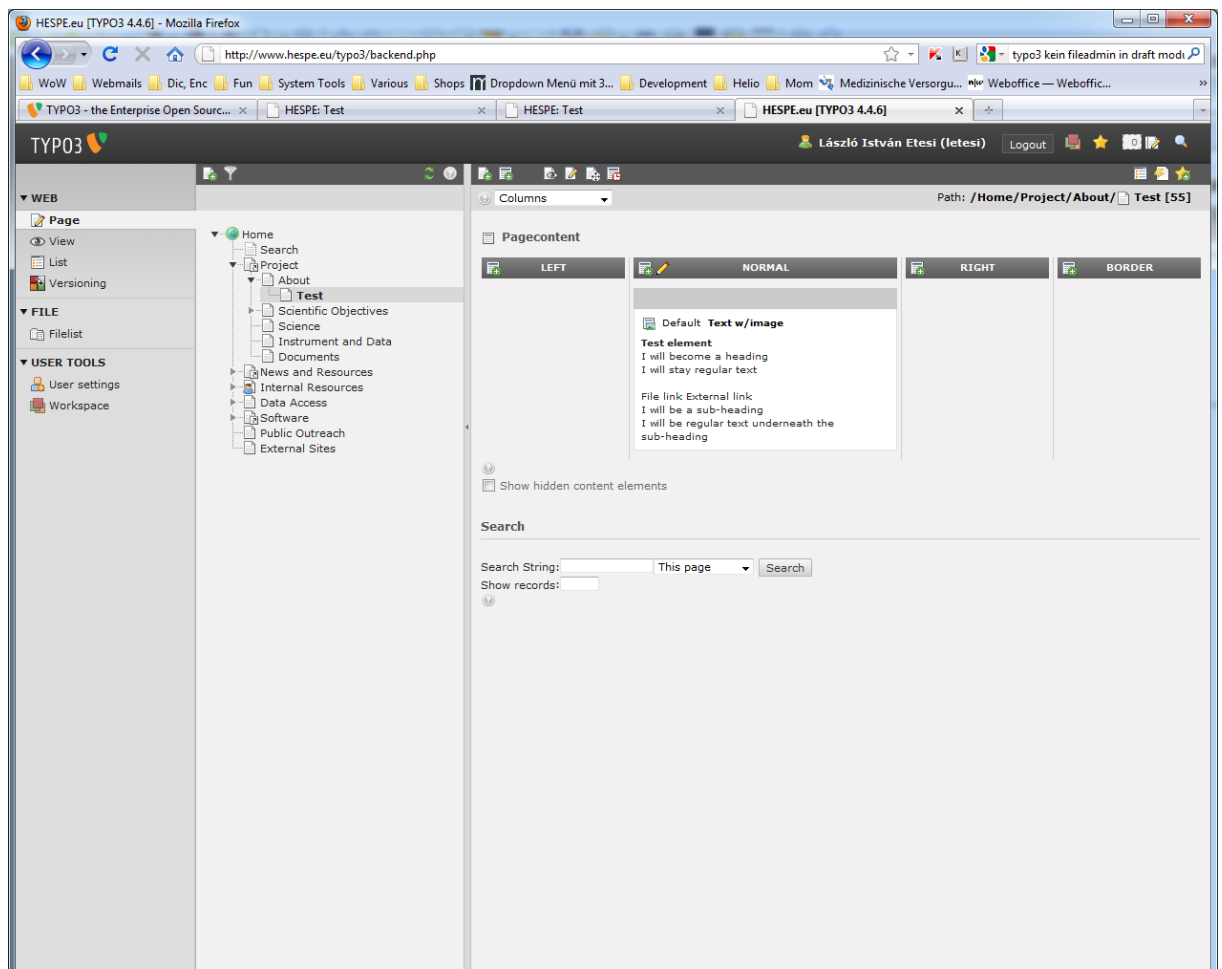
62. If you are ready to publish, you click on the  icon in front of „Test“ and select “Send to review/pub”.




63. Here you see the “Live Version” of your “Test” in version 1.0. It is set to hidden. Right next to it is the workspace version of “Test” in version 1.0 or 1.1. In the “Control” section, you can specify how to handle the current workspace version.
 - a. allows you to reject () a version, if you’re reviewing this new page/element or to accept the changes ().
 - b. allows you to publish the changes (), swap the live version with the workspace version (), delete the workspace version (), or edit the workspace version ().
64. By sending it to reviewers, you can request feedback before publishing a page or changes.
65. By publishing it you make it available to visitors of HESPE.eu. Let’s try publishing.
66. Click on for both entries “Test” and “Test element”.
67. Now log off (exit the backend). Use the “Logout button” at the upper-right hand side.
68. Then go visit <http://www.hespe.eu/project/about/test/> to see you published page.
69. Log in again at <http://www.hespe.eu/typo3>
70. Make sure you’re in the LIVE workspace.



71. Go to your “Test” page.



72. Now we want to remove this page from the system. To do so, click on  in front of „Test“. Then select “Delete” and confirm.